

- **The Data Protection Act (2018)**

Any data we collect, keep and store about you is in accordance with the Data Protection Act (2018). This data will be recorded in order for us to provide you with a service, and managed in line with Barnardo's retention policy. For further information or to find out how to access this data, see the privacy notice on Barnardo's website.

- **Making Connections Family History Service policy**

Barnardo's does not have a legal obligation to provide family history information to relatives and descendants. The Making Connections team however feel strongly that we have a moral obligation to share information with descendants whose lives may have been significantly affected by separation and loss, especially as we have such unique child care records and photographic archive.

- **Consent**

Because of the above, we require signed consent from the nearest surviving descendant. ***The attached form Part A should therefore be completed in full by the appropriate person.***

- **Researching our archive**

In order to help our researchers identify your relative in our many thousands of records, ***please complete Part B with as much factual information as possible.***

- **Family Relationship**

Please remember to make it clear on Part A how you are related to the person signing the consent form.

We will only be providing you with information about your relative. We will not include any information about their brothers and/or sisters who may have come into Barnardo's at the same time. This information is confidential to them and can only be provided to you with their consent or that of their nearest surviving direct descendant.

- **Support**

Reading about your family circumstances may prove painful and disturbing. Many events and decisions of the past need to be understood in the context of the child care standards and social conditions of many years ago.

It concerns us that in sending information in the post to you we are unable to provide either emotional support or explanations of the facts. We ask you therefore to think carefully about who will support you when you read the information we send.

- **Elderly Relatives**

If you are enquiring on behalf of an elderly relative we would like to know if you could be there to support them when they receive their information, and whether after you have left they will have someone nearby with whom they could talk things over.