

## **YOUR DATA, YOUR RIGHTS**

### **Making Connections Privacy information**

#### **Details of the data that Making Connections will record about you and what they will do with it.**

The **Your Data Your Rights** leaflet, which will be provided to you, describes the types of data Barnardo's records about the people who we provide services to, what happens to it and your rights in relation to your data. This leaflet provides the details of the data that Making Connections keeps about you, what will happen to it and how you may receive a copy of your data. If you have any queries about the content of this leaflet, please speak to your worker.

#### **Details of the information that we will record about you.**

If you are enquiring about access to your own care or adoption records, via our Access to Records service, in order to provide you with a service we will record your name (birth and current/adopted name if applicable), date of birth, address and contact details. If you were in the care of or adopted through Barnardo's as a child, we have also retained records created about you during that time. These records may include data such as your name (birth and current/adopted name if applicable), date of birth, ethnicity, health and education data, placement data and any other factual data recorded by Barnardo's at the time. It may also include recording of events and contacts, as well as photographs from your time in care and any contact you had with Barnardo's as an adult. This purpose of recording this data was to keep a record of the work being done and the service you were being provided with.

If you are a descendant enquiring about access to an ancestors records as part of Barnardo's Family History service, we will record your name, address and contact details. We will also record any contact with you and information about the service we are providing you with. The only purpose for retaining this data is to provide you with the Family History Service.

If you are making a general or academic enquiry, we will record your name, address and contact details, as well as any contact. This is in order to process your enquiry and contact you to answer the enquiry.

#### **What is the source of the data that we record about you?**

If you are enquiring via our Access to Records service, the only data we record about you will have been provided by you. In the case of adoption enquiries, the data we have about you may have been provided by the adoption agency to which you have enquired. If we do hold records from your childhood, the information they contain may have been created by Barnardo's Staff, Local Authorities, Schools and other childcare organisations involved in your care.

If you are enquiring via Barnardo's Family History Service, the only data we record about you will have been provided by you.

If you are making a general or academic enquiry, the only data we record about you will have been provided by you.

### **Who do we share your data with and why?**

If you are enquiring via our Access to Records service, we may be required to share your data with third party organisations. The only third party organisations with which we share data are:

- Statutory Inspection Agencies - Making Connections is inspected every three years by Ofsted in relation to our work with adoption records. Ofsted Inspectors may view sensitive data, but do not retain any data after the inspection.
- Document Digitisation Company – Barnardo’s use an external and confidential digitisation company (Document Integration Solutions) in order to reproduce files from microfilm and digitise paper files from children’s services.
- The Police – Making Connections are obliged by law to disclose information to police forces investigating allegations of historical criminal offences.
- Academic and other Research – Barnardo’s is sometimes approached by academic and other researchers who wish to access data. We will never share your records or any information about you without your explicit consent.

If you are enquiring via Barnardo’s Family History service, we will not share your data with any third party organisations.

If you are making a general or academic enquiry, we will not share your data with any third party organisations.

If we want to share your data with anyone who is not included in this list, we will usually inform you and, unless we have the legal grounds to share the data, see the Your Data Your Rights leaflet, we will seek your consent.

### **Subject Access Requests.**

If you are enquiring via our Access to Records service, this is a Subject Access Request. You are entitled to request a copy of the data that Barnardo’s holds about you at no charge to you. If you were in Barnardo’s care, we will respond to you according to the Data Protection Act 2018. If you were adopted through Barnardo’s, we will respond to you according to Adoption legislation.

If you are enquiring via Barnardo’s Family History service, the data recorded about your ancestor is not covered by data protection legislation and is therefore not available under a subject access request. However, you are entitled to request a copy of the data that Barnardo’s has recorded about you during the course of your enquiry, at no charge to you. If you wish to do this, please make your request in writing to Kate Roach (contact details listed below).

If you are making a general or academic enquiry, you are entitled to request a copy of the data that Barnardo’s has recorded about you during the course of your enquiry, at no charge to you. If you wish to do this, please make your request in writing to Kate Roach (contact details listed below).

## **What will happen to your data when we are no longer working with you?**

If you are enquiring via our Access to Records service, when we have finished our work with you, we will tell you how long we will keep your records for. In line with the Children Act (1989) we are required to retain care records for 75 years and under the Adoption Act (2002) we are required to retain records for 100 years. After this time, we retain these records for archival and historical value.

If you are enquiring via Barnardo's Family History service, we will retain information about our contact with you in line with our retention policy. This is for business purposes and in order to help us provide you with potential family links in the future.

If you are making a general or academic enquiry, we will retain any data for a minimum of six years from our last contact with you. It will then be deleted or securely destroyed. In the case of academic enquiries, we may retain this data longer if it deemed to have archival and historical value.

### **Who to contact:**

If you would like more information about how your data is handled, to receive a copy of your data or make a complaint about the way Barnardo's is handling your data, please contact;

**Service Manager**  
**Kate Roach**  
**Making Connections**  
**140 Balaam Street**  
**Plaistow**  
**London**  
**E13 8RD**  
**Email [makingconnections@barnardos.org.uk](mailto:makingconnections@barnardos.org.uk)**

or

**Barnardo's Data Protection Officer**  
**Martine King**  
**Barnardo's**  
**Tanners Lane**  
**Barkingside**  
**Ilford**  
**Essex**  
**IG6 1QG**  
**Email [dpo@barnardos.org.uk](mailto:dpo@barnardos.org.uk)**