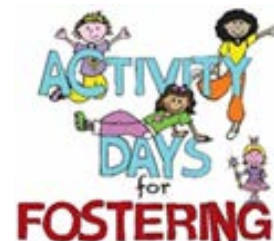


PRIVACY NOTICE



Who are we?

Coram is the organisation and Chris Kelly is the Managing Director for Compliance. This means Coram decides how your personal data is processed and for what purposes.

How do we process your personal data?

The Managing Director for Compliance complies with obligations under the GDPR by keeping personal data up to date by:

- Storing and destroying it securely, by not collecting or retaining excessive amounts of data, by protecting personal data from loss, misuse, unauthorised access and disclosure
- When processing data we also ensure that appropriate technical measures are in place to protect personal data

We use your personal data (provided to us with your permission from your referring Agency) for the following purposes: -

- To inform adopters about pending Adoption Activity Days that they may be interested in attending
- To inform Foster Carers about future Activity Days for Fostering that they may wish to attend
- To enable us to promote forthcoming family finding events to agencies who may wish to refer children to family finding events such as Activity Days
- To manage our volunteers, event staff and associates
- To fundraise and promote our work we will retain information relating to compliments, blogs and case studies for promotional purposes
- To manage our employees working in the AAD team
- To operate the AAD webpage
- To provide evaluation details in terms of who is attending our events (this information is anonymised though we will utilise referral information to inform us about gender, ethnicity, ages, disability of those attending AD's in order to make sure that we are providing a service to all those in need)
- To invoice agencies for services provided, providing our finance department with banking details
- Retain info about preferred providers, venues, entertainers etc. for future events
- We provide your details to our Adoption Match (National Adoption Register) with your permission as this is a requirement in order for adopters to be able to attend Activity Days

What is the legal basis for processing your personal data?

Why we need to collect personal information?

The Activity Days team here at Coram collects and uses personal data necessary for;

- The normal legal basis for processing adopter's details in order for adopters and children to be able to attend our family finding events
- Complying with our legal and regulatory obligations
- Promoting, marketing and advertising our products and services
- Handling Agencies, adopters and relevant others, contacts, queries, complaints or disputes
- Improving our services and developing new services relevant to adoption or fostering

What personal data do we collect?

Your referring agency, with your consent already provided to them, provides the following personal data to the Activity Days Team;

- Your name, address, gender and ethnicity for the purposes of matching
- Your contact details including your telephone contact details and email address
- Details of previous events attended at Coram
- Your location
- Your matching considerations, approval age range

How we protect your personal data?

The AAD team is committed to keeping your personal data safe and secure. Our security measures include;

- Encryption of data
- Internal policies setting out our data security approach and training for all employees
- Your personal data will be treated as strictly confidential. It will be shared only with the AAD team, your respective referring agency and any other adoption Social Workers from children's Local Authorities who may need to contact your agency Social Worker in relation to family finding. For example if your matching criteria is a good link with a specific child/ren we will, with your permission, share your profile/personal details with the agency representative

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary for a period of 18 months in order to ensure that you have as many opportunities to attend AADs for family finding purposes. We estimate that most adopters will hopefully be linked with children within this time frame and no longer need to know about forthcoming AADs.

For children referred to AADs we will also keep referrals for a two year period to ensure that children are invited to as many AADs as are relevant.

For evaluation purposes and feeding back to fundraisers/donors we collate details about attendees, background, ethnicity, age, gender. We will continue to do this after the expiry date for holding information. However, Information stored will make no reference to individuals by identifying information. These retained records are on a spreadsheet and are not the original identifying referrals.

Your rights and your personal data

Unless subject to an exemption, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the AAD Manager holds about you
- The right to request that the AAD Manager corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for the AAD team to retain such data
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data; direct marketing and processing for the purposes of scientific/historical research and statistics
- The right to lodge a complaint with the Information Commissioners Office

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Data Protection Coordinator at Coram, Christine Kelly...

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Consent

By making a referral to one of the Activity Day events (for children or adopters) you are confirming that you have read this Data Protection Notice and that you are consenting to Sally Beaumont, AAD Manager holding and processing your personal data for the following purposes

- To keep you informed about news, events, activities and services
- To contact you with surveys about current events
- To share your contact details with Adoption Match (The National Adoption Register) so they can keep you informed about family finding events that will be occurring and which are directly relevant to the role you are undertaking
- All of the above

On behalf of your Agency, as the referrer, you can grant consent to all the above purposes, one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data for example, we will be able to invite you to family finding events.

If you do grant consent, please note you can withdraw your consent to all or any one of the above purposes at any time by contacting Sally Beaumont who manages the Activities day team via sally.beaumont@coram.org.uk. Please note that all processing of your personal data will cease once you have withdrawn consent but this will not affect any personal data that has already been processed prior to this point.