

# Permanency Planning & Support Privacy Notice

This privacy notice applies to the Permanency Planning & Support service at Worcestershire County Council and should be read in addition to Worcestershire County Council's [Full Privacy Notice](#) and the [Adoption Central England \(ACE\) Privacy Notice](#).

The privacy notice will cover:

[Purpose for processing](#)

[Personal information collected and lawful basis](#)

[Who we may share your information with](#)

[How long we will hold your information](#)

[Your information rights](#)

## Purpose for processing

The service processes personal information in order to provide a range of pre adoption related services. These services are provided either directly or jointly with partners and commissioned private and third sector providers. This includes:



## How long we will hold your information

All adoption records are kept for at least 100 years in line with legislative requirements. If prospective adopters are unsuccessful or withdraw an application or resign their approval, records will be kept for 25 years.

More information about our retention periods can be found in our [summary Disposal Schedule](#).

Please note stated retention periods may be subject to any legal holds imposed under the Inquiries Act 2005 that may concern the information and override standard retention periods.

## Your information rights

You are entitled to a copy, or a description, of the personal data we hold that relates to you, subject to lawful restrictions. Please go to our [Make a Data Protection Request webpage](#) to find out how to make a request.

You may be entitled to rectification, restriction, objection, and erasure of your personal information depending on the service and legal basis. Please in the first instance contact [dataprotection@worcestersgire.gov.uk](mailto:dataprotection@worcestersgire.gov.uk) to exercise these Information Rights or call the main Worcestershire County Council contact telephone number of **01905 765765**.

Please see our overarching Privacy Notice (<http://www.worcestershire.gov.uk/privacy>) for further contact details and if you have a complaint about your information rights.

## Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page. This Notice was last updated on 08 February 2019.