



Department
for Education

Privacy Notice Evaluation of the Adoption Support Fund

The Department for Education (DfE) has commissioned the Institute of Public Care (IPC) at Oxford Brookes University to undertake this evaluation of the Adoption Support Fund (ASF). For the purpose of data protection legislation, the DfE is the Data Controller for the personal data processed as part of this evaluation, and IPC are the Data Processor.

What is this research project about?

This DfE research project aims to understand:

- If and how the ASF is improving the lives of adopted children and their families.
- How adopters are generally experiencing post-adoption support services.
- What is the quality of post-adoption support services through the ASF including their: appropriateness, timeliness, accessibility, duration, and location.

More information about this evaluation is available from the [Institute of Public Care \(IPC\) website](#). The main way in which you may be asked to participate is by completing an on-line survey about your experiences: before the ASF-funded support starts; after it has finished and once again 6 months later. You may also be asked if you would like to participate in a more in-depth follow up interview.

Taking part in the research project is completely voluntary. You do not have to take part if you prefer not to do so. However, this research project is very important, so that the DfE can understand how well the Fund is working and your participation is very much valued.

How will your information be used?

If when you first agree to participating in the research project you give your explicit consent for this, a limited number of researchers at the Institute of Public Care will be able to access key data about you and your child(ren) from information included on your application to the Fund via the ASF Fund Manager who processes all applications. This information will be processed for research purposes only to:

- Ensure researchers have key basic information, for example about when you applied to the Fund and what the application was for.
- Ensure that researchers know how to contact you by email to request your participation in the on-line survey.

The information included in your completed on-line survey and face-to-face interviews will also be processed for research purposes only to explore the extent to which the Fund has been successful in meeting families' needs.

All information relating to you and your family will be stored confidentially and securely at all times by the Institute of Public Care. Information which may identify

you (such as your name, address, email address) will be kept separately from your survey responses and no-one will be able to identify you from your answers.

When completing a second online survey, you may be asked whether you agree to being contacted about participating in an interview. You will only be contacted about an interview if, at this stage, you indicate that you are happy for the Institute of Public Care to do so.

Who will your personal data be made available to?

For the purpose of this project the DfE is employing The Institute of Public Care (IPC) at Oxford Brookes University to process your personal data on our behalf to undertake the proposed research. This means that they will use your personal data to contact you to take part in this study, collect personal data from you as part of this study and analyse your personal data to understand your experience of accessing the Fund and how it is working. Your personal data will not be shared with any other body besides IPC.

The DfE will ensure that this data sharing complies with data protection legislation.

The nature of your personal data that the Institute of Public Care will be using

The categories of your personal data that will be used for this project are:

- Your personal contact data.
- Your survey responses.
- Your linked administrative data on your child/ren who is accessing/ has accessed the Adoption Support Fund, such as their: gender, ethnicity, date of birth, and if applicable, special educational need status.
- Your responses to face to face and/or telephone interviews.

Your survey and interview responses, as well as administrative data will include data considered sensitive, such as your personal characteristics, gender, ethnicity and family composition.

Why our use of your personal data is lawful

For our use of your personal data to be lawful, the data controllers (DfE) need to meet one (or more) conditions in the data protection legislation. For this project, the relevant condition(s) that the DfE are meeting are:

- To process the data to evaluate the impact of the Adoption Support Fund on children and families. The Fund is in the public interest because it supports the development and positive outcomes for adopted/Special Guardianship Order children and their families. It is therefore important and part of our duties as a department to make sure the Fund achieves its aims as best it can.

Who will anonymised data be made available to?

Your information will be made available, in an anonymised dataset, to the external researchers and academics who are conducting research and analysis into adoption support and the needs of adopted and looked after children. These datasets will not include your personal details and will not be able to identify you from the information they use. Anonymised findings will be included in published reports from this evaluation. Individuals will not be identifiable in this information.

How long will personal data be kept for?

The Institute of Public Care will only keep your personal data for as long as is needed for the purpose(s) of this piece of work (or until you withdraw from the study), after which point it will be securely destroyed. Please note that, under Data

Protection legislation, and in compliance with the relevant data processing conditions, personal data will be kept for 10 years after the end of the contract purely for archiving purposes in the public interest, scientific or historical research, and statistical purposes.

Your data protection rights

You have the right:

- to ask for access to information that is held about you.
- to have your personal data held by IPC rectified, if it is inaccurate or incomplete.
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- to restrict processing of your personal data (i.e. permitting its storage but no further processing).
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

However, as the survey information is kept separate from your personal contact details, it will not be possible to give you copies of the survey responses you provide to us.

If you need to contact the DfE regarding any of the above, please do so via the DfE site at: <https://www.gov.uk/contact-dfe>, stating 'Evaluation of Adoption Support Fund' as the reference.

Further information about your data protection rights appears on the Information Commissioner's website at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/>.

Withdrawal of consent and the right to lodge a complaint

Participation in this study is entirely voluntary and you have the right to withdraw your consent to participate in the study at any point. If you wish to withdraw from the evaluation please let us know by contacting Katy Burch by emailing asf@brookes.ac.uk or calling on 01225 614342.

If your personal data is being processed with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting [Gareth Packham](#), Head of Information Management at Oxford Brookes University or <https://www.gov.uk/contact-dfe> and stating 'Evaluation of Adoption Support Fund' as the reference. Alternatively, you have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at <https://ico.org.uk/concerns/>.

Last updated

This privacy notice may be updated periodically so it is recommended that you revisit this information from time to time. This version was last updated on 28 November 2019.

Contact Info

For the Data Protection Officer (DPO) please contact us via [gov.uk](https://www.gov.uk) and mark it for the attention of the 'DPO'.

If you have any questions about how your personal information will be processed, please contact Maura Lantrua at the Department for Education by emailing maura.lantrua@education.gov.uk.