

23 February 2021
Our ref: 6969676

Thank you for your request received on 27 January 2021, for the following information:
Dear Barnet Council

This is a request for information under the Freedom of Information Act 2000. I would like to request the following information:

- * **How does Barnet Council store adoption files?**
- * **What is this process in detail?**
- * **What precautions/ protocols/ guidelines are in place to ensure that documents do not get misfiled or lost?**
- * **How many complaints have you received about lost adoption files since 2017?**

I would like to receive the information in an electronic format.

I look forward to hearing from you soon.

We have processed this request under the Freedom of Information Act 2000.

Response

The council holds the information requested and the answers to your questions are below

*** *How does Barnet Council store adoption files?***

Retention for Adoption Case Records is 100 years. Since 2007 Adoption Case Records are held electronically using a case management system called LiquidLogic Children's Care system (LCS). Prior to electronic systems being used paper files would be archived and stored in secure conditions.

All of our electronic adoption files are backed up on the Server each night to ensure that records cannot be lost or deleted.

*** *What is this process in detail?***

An Adoption Case Record for a child is opened as soon as there is an adoption plan for the child. The Adoption Case Record is separate from the child's existing electronic social care case record/file.

The child's electronic social care case record indicates that a separate Adoption Case Record exists. It does not include information in relation to the new identity or address of the child or any information whereby the child's pre and post-adoption identity are linked. Information relating to the child post adoption should only be contained on the Adoption Case Record. The child's previous file is restricted to limited access only. This principle applies to information kept in whatever form - electronic, hard copy or microfilm.

Where the plan relates to a group of siblings, there must be a separate Adoption Case Record for each child.

**** What precautions/ protocols/ guidelines are in place to ensure that documents do not get misfiled or lost?***

Individual social work professionals working on the case and the social work managers ensure the correct documentation matches the pathway and the work that is being completed. Social work team managers and social work staff carry out regular case files audit reviews to ensure documents and data are filed in the correct place.

**** How many complaints have you received about lost adoption files since 2017?***

None

Further information

If you are interested in the data that the council holds you may wish to visit Open Barnet, the council's data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access. <http://open.barnet.gov.uk/>

Advice and Assistance : Direct Marketing

If you are a company that intends to use the names and contact details of council officers (or other officers) provided in this response for direct marketing, you need to be registered with the Information Commissioner to process personal data for this purpose. You must also check that the individual (whom you wish to contact for direct marketing purposes) is not registered with one of the Preference Services to prevent Direct Marketing. If they are you must adhere to this preference.

You must also ensure you comply with the Privacy Electronic and Communications Regulations (PECR). For more information follow this Link www.ico.org.uk

For the avoidance of doubt the provision of council (and other) officer names and contact details under FOI does not give consent to receive direct marketing via any media and expressly does not constitute a 'soft opt-in' under PECR.

Your rights

If you are unhappy with the way your request for information has been handled, you can request a review within the next 40 working days by writing to the Information Management Team at: foi@barnet.gov.uk. Or by post to Information Management Team (FOI) London Borough of Barnet, 2 Bristol Avenue, Colindale, NW9 4EW

If, having exhausted our review procedure, you remain dissatisfied with the handling of your request or complaint, you will have a right to appeal to the Information Commissioner at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone: 0303 123 1113; website www.ico.org.uk). There is no charge for making an appeal.