

14 January 2026

Post-Adoption Support Records for “Other Persons Affected by Adoption”

1 Please provide any Trust policy, internal guidance, or written criteria used to determine what types of records fall into the P6 category specifically for “other persons affected by adoption” (i.e., individuals who are not the adopted person, nor birth or adoptive parents).

- Adoption Regional Policy and Procedures 2017 <https://www.health-ni.gov.uk/sites/default/files/publications/health/adoption-regional-policy%20and%20procedures-amended-2019.PDF>
- The Adoption Agencies Regulations (Northern Ireland) 1989 <http://www.legislation.gov.uk/nisr/1989/253/contents/made>
- The Adoption (Northern Ireland) Order 1987 <http://www.legislation.gov.uk/nisi/1987/2203/contents>
- Practice Guidance – Access to Birth Records and Adoption Agency Case Records for adults impacted by Adoption (November 2023) <https://www.health-ni.gov.uk/sites/default/files/publications/health/doh-access-birth-adoption-records.pdf>

2. Please provide any guidance, procedures, training materials, or instructions issued to social workers or post-adoption staff regarding the creation, content, and handling of records for “other persons affected by adoption”.

- Good Policy Good Management 2020 <https://www.health-ni.gov.uk/topics/good-management-good-records>
- Data Protection Act 2018 <https://www.legislation.gov.uk/ukpga/2018/12/contents>
- Belfast Trust Records Management Policy (see attached in separate document)
- The Adoption Agencies Regulations (Northern Ireland) 1989 <https://www.health-ni.gov.uk/sites/default/files/publications/health/adoption-regional-policy%20and%20procedures-amended-2019.PDF>
- The Adoption (Northern Ireland) Order 1987 <http://www.legislation.gov.uk/nisi/1987/2203/contents>
- UK GDPR Guidance and Resources <https://ico.org.uk/>
- Practice Guidance – Access to Birth Records and Adoption Agency Case Records for adults impacted by Adoption (November 2023) <https://www.health-ni.gov.uk/sites/default/files/publications/health/doh-access-birth-adoption-records.pdf>
- A two day Regional training for all staff in Post adoption completed in 2023/2024 in terms of the implementation of the above Practice Guidance of Agency case records for adults impacted by adoption.
- 3 Yearly training on Data Protection.
- Information Governance Awareness Training

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3. If social workers are expected to create detailed support or counselling-style notes for such individuals under 'Post Adoption Support', please provide any internal guidance on:

(a) how such notes should be recorded;

As per Belfast Trust Records Management Policy and Practice Guidance – Access to Birth Records and Adoption Agency Case Records for adults impacted by Adoption (November 2023)

b) How data-protection and UK GDPR requirements should be met for counselling/therapeutic records intended for long-term or permanent retention under P6;

- UK GDPR Guidance and Resources
- Data Protection Act 2018

(c) How third-party personal data should be managed in such records.

Any third-party personal information may be stored in the adopted persons case file however, depending on the nature and relevance of the information, this may be restricted and would not be released as part of the adopted person's file.

Depending on nature of the service being provided, a separate post adoption file may be opened in respect of the service user separate to the adopted persons.

This data will be retained as per Good Management Good Record guidance for 75 years and Practice Guidance - (Access to Birth Records and Adoption Agency Case Records for adults impacted by Adoption November 2023) will be applied regarding release of third party personal information.