

Adoption and Placement Service Data Protection Notice

This notice was last reviewed in May 2025.



In accordance with Irish adoption legislation, the Child and Family Agency, Tusla is required to undertake assessments of eligibility and suitability of prospective adoptive parents. Tusla shall consult/counsel with birth parents, children, legal guardians and relevant non-guardians in relation to the adoption of children.

PACT is an Agency accredited by the Adoption Authority of Ireland (AAI) under the Adoption Act 2010 to also conduct assessments of eligibility and suitability of applicants to adopt. Tusla commissions PACT to undertake such assessments.

Tusla's Adoption Services is summarised below, describing the purpose, types of personal data, whom information may be shared with and where there is a purpose to do so.

Process Name	Personal Data	Purpose*	Information may be shared with
Initial Enquiry & Information Session	– Name and contact information	To invite enquirer to an information session (group or individual)	-
Application	<ul style="list-style-type: none"> – Name and contact information – Identification information including PPSN, gender and date of birth – Nationality and immigration information – Finance and budgeting information – Accommodation information including all addresses lived at since birth – Education, training and employment information – Health and wellbeing information – Personal, lifestyle and social development information – Special category data including religion, ethnicity and any additional needs – All Tusla records – International Child Protection and Welfare inquiries – Criminal activity and conviction information 	<p>After an information session, an enquirer may submit an application for a Section 40 Declaration of Eligibility and Suitability to become an adoptive parent/s.</p> <p>All records held by Tusla relating to applicant(s) and members of the household will be reviewed as part of the assessment process.</p> <p>If an applicant has lived abroad for over six months, Tusla will conduct enquiries with relevant authorities internationally.</p>	PACT- an accredited adoption assessment service under Section 4 (e, f, g) of the Adoption Act, 2010

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Initial Assessment (includes garda vetting, medical assessment, and nominated references, social work checks, relevant professional/ service reports on applicant and/ or their family)	<ul style="list-style-type: none"> – Name and contact information (including any previous names you may have been known as) – Identification information including Personal Public Service Number (PPSN), gender and date of birth – Nationality and immigration information – Finance and budgeting information – Details on current and previous address history – Accommodation information – Education, training & employment information – Health and wellbeing information (details below) – Personal and social development information – Special category data including religion, ethnicity and any special needs – References from nominated individuals – School reports on prospective adoptive parent’s children – Reports from other services/professionals on prospective adoptive parents and/or their own children, including foster care file (where applicable) – Criminal information (see details below) 	Assessment of potential adoptive parent and the documentation received to ensure eligibility and suitability as governed under legislation (Section 37(3)(b) of the Adoption Act 2010).	Relevant International Child Protection, Child Welfare and Adoption / Fostering Authorities Referees Schools Other relevant professionals
Garda Vetting / International Police Clearance	<ul style="list-style-type: none"> – Valid photographic identification information to include name, date of birth – Evidence of current address – Details on previous address history and any names/alias previously known as – Conviction history – Particulars of any criminal record and any statement of the specified information – Application ID and e-vetting portal credentials 	The Tusla Central Vetting Bureau facilitates the vetting of foster carers, prior to placement, and prospective adoptive parents. The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons conducting relevant work with children or vulnerable persons. For further information see Garda National Vetting Bureau	An Garda Síochána (AGS)- National Vetting Bureau International law enforcement agencies Health Information and Quality Authority (HIQA) (for monitoring and inspection) Adoption Authority of Ireland

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Health Status Report	<ul style="list-style-type: none"> – Name and contact information – Medical health assessment – General Practitioner (GP) / Consultant report 	To conduct an assessment of your eligibility and suitability to become an adoptive parent.	<p>The applicant/s medical, GP and any consultant reports are sent to Tusla's medical advisor for an independent medical assessment.</p> <p>Adoption Committee</p> <p>Adoption Authority of Ireland</p> <p>Attendance recorded by Tusla</p>
Adoption Workshop for Inter-country and domestic applicants	<ul style="list-style-type: none"> – Name and contact information – Attendance 	Adoption group workshop to prepare potential and prospective adoptive parents for tasks involved in adoptive parenting.	
Full Adoption Assessment	<ul style="list-style-type: none"> – Name and contact information – Identification information including PPSN, gender and date of birth – Nationality and immigration information – Finance and budgeting information as well as proof of income/earnings – Accommodation information including home health & safety checklist, pet questionnaire, Control of Dogs Declaration, licence to hold/store firearms – Education, training & employment information – Health, medical and welfare/wellbeing information – Special category data including religion, ethnicity and any additional needs – Family, lifestyle, and social circumstances including hobbies and interests, religious beliefs, marital status, and homeowner status – Information obtained from referee interview – Any information held by Tusla – Criminal information 	<p>A full adoption assessment is conducted, and the assessment report is prepared for the Tusla Adoption Committee on the applicant(s) eligibility and suitability to become an adoptive parent.</p> <p>The Adoption Committee will make a recommendation (C8 form). The C8 form, the full assessment report and supplementary documentation is then sent to the Adoption Authority of Ireland, who make the decision on the Declaration of Eligibility and Suitability.</p>	<p>Tusla Adoption Committee includes:</p> <ul style="list-style-type: none"> – Independent Chair and Deputy Chair – Principal Social Worker – Social Workers – Birth parent/adopted person/adoptive parent – Accredited bodies – Public Health Nurse/child development specialist – Area Medical Officer – Clinical psychologist/other health specialist including mental health professionals – Health professionals/health advisors/HSE – Professionals from other state agencies; teachers, An Garda Síochána

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- Financial expert
- PACT Accredited Adoption Assessment Service
- Adoption Authority of Ireland
- Tusla Fostering Committee, in certain circumstances

Record of Declaration of Eligibility and Suitability	<ul style="list-style-type: none"> – Name and contact information – Identification information including PPSN, gender and date of birth – Nationality and immigration information – Finance and budgeting information – Accommodation information – Education, training & employment information – Health and wellbeing information – Personal and social development information – Special category data including religion, ethnicity and any additional needs – and contact details – Identification information – Immigration information – Finance and budgeting information – Accommodation information – Education, training & employment information – Health and wellbeing information – Personal and social development information – Any information held by Tusla – Criminal information 	<p>Tusla will maintain a record of your Declaration of Eligibility and Suitability as an adoptive parent for the purpose of matching. (The Declaration is valid for two years, with the option to extend for a further year).</p> <p>While the applicant has an obligation to inform the Adoption Authority of Ireland of a change in circumstances, Tusla will also inform the AAI if Tusla become aware of any change in the applicant's circumstances.</p>	Adoption Authority of Ireland
Appeals Process	<p>Name and contact information</p> <p>Identification information including PPSN, gender and date of birth</p>	<p>Where the applicants wish to appeal the Adoption Committee decision, an independent Adoption Review Committee</p>	<p>The Tusla Adoption Review Committee</p> <p>Adoption Authority of Ireland</p>

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		conducts a review and informs the AAI of the outcome.	
National Infant Domestic Adoption List	<ul style="list-style-type: none"> – Name and contact information – Identification information including gender and date of birth – Nationality – Rural/Urban Location and Accommodation type – Education, training and employment status – Personal, lifestyle and social development information including hobbies, talents – Special category data including religion (and religious views), ethnicity, sexual orientation – Date of expiry of declaration – Details of parental capacity – Information on child status – Other child placements 	To maintain a record of an applicant's eligibility and suitability status as per the Adoption Act in addition to profiles of each applicant, for the duration of the Declaration. This information is used for the purpose of matching a child with the adoptive parent(s).	Internal to Tusla
Locating Birth Parents	<ul style="list-style-type: none"> – Name and contact information – Identification information including PPSN, gender and date of birth – Nationality and immigration information – Education, training & employment information – Health, medical and welfare/wellbeing information – Special category data including religion, ethnicity – Family of origin personal data – Relationship to the child subject to this adoption application. – Any information held by Tusla Services 	<p>To locate birth parents for consultation and counselling in relation to the adoption of their child and ascertain their views in this regard.</p> <p>Tusla may request contact details for birth parents via the Department of Social Protection.</p> <p>Tusla may utilise other available resources such as publicly available elements and perform internet and social media searches to:</p>	<p>Adoption Committee</p> <p>Adoption Authority of Ireland</p> <p>Department of Social Protection and other State Agencies or International Social Services</p> <p>Other family members in certain circumstances</p> <p>High Court in certain circumstances</p> <p>Specialists legal serving agents</p>

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- To search, locate birth parent for adoption consultation
 - Initial contact may occur via an online messaging application.
 - Where an individual wishes for Tusla to continue to engage solely via this method of communication, Tusla may use the following:
 - Facebook Messenger
 - WhatsApp
 - Snapchat
 - Telegram
 - Global search engines and subscription sites to which Tusla have subscribed, these include but not limited to:
 - Irish Newspaper Archives
 - Lexis-Nexis (formerly Tracesmart)
 - Ancestry
 - Find My Past
 - The following publicly accessible social media sites that may be used (depending on user's security settings):
 - Facebook
 - X (formerly Twitter)
 - Instagram
 - Reddit
 - Pinterest
 - Flickr
 - Tumbler
 - Tik Tok
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- Snapchat

- Other sites/resources that may be used
(this list is not exhaustive):

- www.rip.ie
- www.boards.ie
- Parish, sports clubs, social club websites,
- Land Direct
- Electoral Register
- General Register Office

Birth Parent Counselling and Consultation

- Name and contact information
- Identification information including PPSN, gender and date of birth
- Nationality and immigration information
- Special category data including religion, ethnicity
- Family, lifestyle, and social circumstances including, religious beliefs, marital status,
- Relationship to the child subject to this adoption application
- Criminal information
- Legal Status of parent/child proposed for adoption including any court orders
- Background to birth of child
- Birth parent views on the proposed adoption
- Details of Birth parents contact with Tusla

The Adoption Act 2010 as amended sets out the requirements for consultation in adoption.

Adoption Authority of Ireland

In certain circumstances, Tusla may need to share personal data as part of district / high court proceedings. In certain circumstances an assessment report may be shared with third parties as part of a High Court application

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Relationship DNA to prove a genetic relationship	<ul style="list-style-type: none"> – Name and contact information – Date of birth – Gender – Doctors' details – DNA markers and results analysis 	In some cases, it may be necessary to determine that a genetic family relationship exists between child and parent using genetic DNA testing.	Information will be shared by Tusla with the DNA testing provider.
Matching and Placement Process / Transition Plan	<ul style="list-style-type: none"> – Identification information including gender, date of birth and address/location – Child's background information such as nationality, immigration and care status – Special category data including religion, ethnicity and any additional needs – Health, medical and welfare/wellbeing information – Circumstances of conception/birth – Family, lifestyle, and social circumstances including hobbies and interests, religious beliefs, marital status – Birth Parents wishes 	<p>Information is used to document the decision-making when matching a prospective adoptive parent(s) with a child. Authorisation to proceed to match is obtained from the AAI.</p> <p>Transitioning child from their pre-adoptive foster carers to their prospective adoptive parents</p>	<p>Matching Committee</p> <p>Adoption Authority of Ireland</p> <p>Pre-Adoptive Foster Carers and prospective adoptive parents to support transition plan</p> <p>(Tusla) Marte Meo Therapist</p> <p>Public Health Nursing Service</p> <p>General Practitioner</p> <p>Hospital staff in certain circumstances</p> <p>Birth parents are provided with some limited information about prospective adoptive parents for the purposes of the matching process. The information provided does not usually include</p>

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surnames, date of birth or address of prospective adoptive parent/s

Post Placement / Pre and Post Adoption Reports	– Identification information including gender, date of birth and address/location	AAI request Tusla to complete two reports for domestic infant adoption, prior to an Adoption Order being made.	Mediation Agency
	– Special category data including religion, ethnicity and any additional needs		Adoption Authority of Ireland
	– Health, medical and welfare/wellbeing information	There are additional requirements for inter-country adoption.	PACT
	– Education, training & employment information – Family, lifestyle, and social circumstances including hobbies interests, and school reports		

*Purpose and Legal Basis

Our purpose for processing personal data is to assess the eligibility and suitability of prospective adoptive parents, under the following legal basis

- It is necessary for compliance with a legal obligation to which Tusla are subject, in particular:
 - The Child Care Act 1991
 - Children Act 2001
 - The Child and Family Agency Act 2013
 - Children and Family Relationship Act 2015
 - The Adoption Act 2010
 - The Adoption (Amendment) Act 2017
 - Hague Convention on the Protection of Children and Co-operation in respect of Inter-Country Adoption 1993
 - Articles 6(1)(e) & 9(2)(h) GDPR
 - Sections 52 & 38 of the Data Protection Act 2018
- It is necessary for the performance of tasks carried out in the public interest or in the exercise of official authority.

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The processing of special category data is necessary:

- To protect the vital interests of a data subject and for reasons of substantial public interest, on the basis of the Adoption Act 2010 and the Adoption (Amendment) Act 2017 and associated legislation.
- For the purposes of the provision and management of social care systems and services.

International Transfers

In some circumstances, personal data may be transferred internationally, outside the EEA, to facilitate the birth parent consultation process or processes for the inter-country adoption of a child.

Data Protection Rights

All individuals have legal rights in relation to their personal data. For further data protection information or to exercise these data rights please see the main [Tusla Data Protection Notice](#)