

## Residential Care Data Protection Notice

This notice was last reviewed in December 2025.



Residential care provides a safe and nurturing environment for children and young people who are unable to live at home or in an alternative family environment. Residential care services are provided by statutory, voluntary, or private providers.

This notice outlines the processes relevant to **residential care**, describing the purpose, types of personal data, and to whom information may be shared with, where there is a purpose to do so.

Process Name	Personal Data	Purpose*	Information may be shared with
<b>Placement for residential care</b>	<ul style="list-style-type: none"> <li>• Identification information including name and surname</li> <li>• Education information</li> <li>• Family, lifestyle, and social circumstances information</li> <li>• Special category information including race, religion, and criminal information</li> <li>• Care plan</li> <li>• Health and welfare information</li> <li>• Profile of the child</li> <li>• Specialised reports including Significant Event Notification (SEN) reports, placement reports,</li> <li>• Collective Risk Assessment</li> <li>• Placement request form</li> </ul>	<p>To identify an appropriate placement to meet the needs of a child.</p> <p><b>Court Order</b> Court order forms are completed by a solicitor and submitted using the Tusla Portal. The purpose of this form is to facilitate the oversight and documentation of care and special care orders.</p>	<ul style="list-style-type: none"> <li>• National Placement Pathway Team</li> <li>• Relevant Tusla/Agency staff</li> <li>• Relevant Private and Voluntary Residential Care Service Providers</li> <li>• Health Information and Quality Authority (HIQA) (for inspection purposes)</li> <li>• Health and Safety Authority</li> </ul>
<b>Placement plan</b>	<ul style="list-style-type: none"> <li>• Identification information including name and surname</li> <li>• Health and welfare information</li> <li>• Special category information including religion</li> <li>• Placement plan progress report</li> </ul>	<p>A placement plan refers to the direct care provided to a child in a children's residential centre, and it is informed by the care plan.</p> <p>It is a written document developed by the centre together with other professionals involved in the child's life. It is used by management, to outline the needs and goals of the placement for a child for the duration of their placement.</p>	<ul style="list-style-type: none"> <li>• Private and Voluntary Residential Care Service Providers</li> <li>• Social workers</li> <li>• Parents</li> <li>• Guardian ad litem (GAL)</li> <li>• Courts/Solicitors</li> <li>• An Gardaí Síochána (AGS)</li> <li>• HIQA (for inspection purposes)</li> <li>• Parents/Legal guardians</li> </ul>

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<b>Register</b>	<ul style="list-style-type: none"> <li>• Identification information including name, sex, and date of birth</li> <li>• Identification information of the child's parents</li> <li>• Location information of the child's parents</li> <li>• Placement information including name and address of residential care centre and placement, commencement and leaving date.</li> <li>• Social worker/GAL details including name, address, and contact details</li> <li>• Care order status</li> <li>• Purpose of the placement</li> </ul>	<p>Tusla is mandated by <a href="#">S.I. No. 259/1995- Child Care (Placement of Children in Residential Care) Regulations, 1995</a> to develop and maintain a register for all children placed in residential care.</p>	<ul style="list-style-type: none"> <li>• HIQA (for monitoring and audit purposes)</li> <li>• Health and Safety Authority</li> <li>• Relevant Tusla/Agency staff</li> </ul>
<b>Care record</b>	<ul style="list-style-type: none"> <li>• Identification information</li> <li>• Location information</li> <li>• Medical, health and welfare information</li> <li>• Medical reports</li> <li>• Court orders</li> <li>• Birth certificate</li> <li>• School reports</li> <li>• Copy of care plan</li> <li>• Special category data such as religion</li> <li>• Daily journal entries</li> </ul>	<p>A care record is a record of all information relating to a child to support the residential centre to promote and protect the child's life, health, safety, development, and welfare, as detailed in section 22 of the regulations. The care record is comprised of the following documents:</p> <ul style="list-style-type: none"> <li>– Care plan</li> <li>– Placement plan</li> <li>– Placement support plan including absence management plan</li> <li>– Reportable event including restrictive practice, complaint form, missing child from care</li> <li>– Individual support work reports</li> <li>– Child in care review reports</li> <li>– National incident report forms</li> <li>– Medical records</li> <li>– Reports from professionals working with the child</li> <li>– Educational records</li> <li>– Minutes of meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Private and Voluntary Residential Care Service Providers</li> <li>• State Claims Agency</li> <li>• Health &amp; Safety Authority</li> <li>• HIQA (for inspection purposes)</li> <li>• National Review Panel</li> <li>• AGS</li> <li>• Ombudsman</li> <li>• Solicitors / Courts</li> <li>• GAL</li> <li>• Specialist services (e.g. education, probation psychologists)</li> <li>• Health Service Executive (HSE)</li> <li>• Advocacy services</li> <li>• Hospitals, GPs</li> <li>• Relevant Tusla/Agency staff</li> <li>• Parents/Legal guardians</li> </ul>

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		<ul style="list-style-type: none"> <li>– Immigration documentation</li> <li>– Daily journal</li> <li>– Rapid review form</li> <li>– Need to Know form (any significant risks)</li> <li>– Child sexual exploitation forms</li> <li>– Child protection notification</li> <li>– Personal emergency evacuation plan</li> <li>– Placement plan progress report</li> <li>– National Incident Reporting Form</li> <li>– Contact form e.g. professional contact, family members etc</li> <li>– Risk assessments</li> <li>– Well-Tree model of care documentation</li> <li>– Planners e.g. weekly plan</li> </ul>	
<b>Complaint Register</b>	<ul style="list-style-type: none"> <li>• Identification information including name</li> <li>• Contact information</li> <li>• Date of the complaint</li> <li>• Detail of the complaint</li> <li>• Outcome / resolution of the complaint</li> <li>• Identification information of individuals notified</li> </ul>	<p>A complaint is an expression of dissatisfaction with any aspect of relating to the residential care service.</p> <p>A record of all complaints is maintained in a register, and the outcome of the complaint is documented in the child's care record. The purpose of the complaints register is for analytical and statistical purposes.</p>	<ul style="list-style-type: none"> <li>• Relevant Tusla/Agency staff</li> <li>• GAL</li> <li>• HIQA (for inspection purposes)</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Identification information including name</li> <li>• Contact information</li> <li>• Minutes of meetings</li> </ul>	<p><b>Team Meetings</b> To review progress updates and identified issues for young people.</p> <p><b>Significant Event Notification Review Group Meetings (SENRGs)</b> To review significant events to identify learning and good practices for process and practice learning.</p> <p><b>Multidisciplinary Meetings (clinical, Signs of Safety and strategy)</b> To review issues related to safety, risk, and progress for individual young people.</p>	<ul style="list-style-type: none"> <li>• Relevant Tusla/Agency staff</li> <li>• External expert (where required)</li> <li>• AGS</li> <li>• GAL</li> </ul>

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### Case Management Supervision Meeting

A governance mechanism used to discuss cases.

### Case Consultation Meeting

A meeting conducted with Well-Tree consultants and other professionals involved in the care of the young person.

### Young People Meeting

A collective meeting held with young people to share of information related to group living.

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### \*Purpose and Legal Basis

Our purpose for processing personal data is to provide Residential Care services to young people. We rely on the following legal basis for processing personal data:

- Compliance with a legal obligation to which Tusla are subject, in particular:
  - Section 3 of the Child Care Act 1991
  - The Child and Family Agency Act 2013
  - [S.I. No. 259/1995](#) – Child Care (Placement of Children in Residential Care) Regulations, 1995.
- Performance of tasks carried out in the public interest or in the exercise of official authority.

The processing of special category data is necessary:

- For the purposes of carrying out the obligations and exercising specific rights in the field of social protection law.
- To protect the vital interests of a data subject and for reasons of substantial public interest, based on the Placement of Children in Residential Care Regulations and associated legislation.
- For the purposes of the provision and management of social care systems and services.

### 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](#)