

Record of Processing Activities

Name and contact details of the data controller:

Scottish Children's Reporter Administration (SCRA), Ochil House, Springkerse Business Park, Stirling, FK7 7XE

Name and contact details of the data protection officer:

Stephen Eodanable, Information Governance Officer,
Stephen.Eodanable@scra.gsi.gov.uk, 0131 244 7202

For further information about how personal data is processed within SCRA, our legal basis for processing, where it has come from and where it is held, please contact us at Inforequest@scra.gsi.gov.uk

Description of records	Purpose(s) of processing	Categories of data subjects	Categories of personal data	Categories of special category data	Recipients ¹	Transfers ²	Retention period ³	Technical and organisational measures ⁴
Audit								
Quality Assurance case sampling	For internal quality assurance case sampling programme	Children, young people, families, members of SCRA staff	Names, ages, location, contact details, unique identifiers; info about an individual's interests, personal/life history, financial situation, behaviour, educational or professional career, public life (including character, reputation, social status, marital status), family and relationship structure, friends and social	May contain: ethnicity, religious beliefs, political affiliations, philosophical beliefs, sexual life, sexual orientation, health data, physical characteristics. May contain criminal offence data.	None	None	Current year + 5	SCOTS; data is anonymised at data collection and in reports; access restricted within SCRA

¹ When the data is shared with panel members, the data controller is Children's Hearings Scotland (CHS). When it is shared with safeguarders, the data controller is Children 1st. When it is shared with a solicitor (because they are acting on behalf of a child, young person or Relevant Person), the solicitor becomes the data controller for the information.

² Transfers of personal data outside the EU, to third countries or international organisations.

³ For further information about the retention of records and any statutory requirements that apply, see [SCRA's Records Management Policy and Retention Schedule](#).

⁴ Where it mentions SCOTS, this means the SCOTS IT infrastructure, networks and associated IT services which are part of the Public Services Network (PSN). Scottish Government are required to renew their PSN certification annually by providing precise details on the security measures they have in place and providing testing evidence that they are adequate and effective before Cabinet Office approval is granted and PSN certification is awarded. Where it mentions CMS, this refers to SCRA's Case Management System which is maintained as an accredited system. The IT Team have to renew their accreditation annually by providing precise details on the security measures they have in place and providing testing evidence that they are adequate and effective before accreditation is granted and an accreditation certification is awarded.

			connections; correspondence; expressions of opinion; indications of the intentions of someone in respect of an individual.					
Case management								
<u>Case information</u> – including case and investigation notes, contact details, court notes, records of phone calls, Children’s Hearings decisions and reasons, Orders made by Children’s Hearings	To assist with decision making of Reporters and Children’s Hearings; to evidence decision making; to meet statutory requirements to notify children, young people and Relevant Persons of referrals, outcomes and any other decisions made in respect of a child - as required under 2011 Act.	Children, young people, families - including parents (birth and step), associates of parents, siblings, grandparents, extended family, prospective carers; professionals working within the Children’s Hearings System – including members of SCRA staff, social work staff, health professionals, individuals working within the education sector; witnesses; victims.	Names, addresses, DOBs, contact details, unique identifiers; info about an individual’s interests, personal/life history, financial situation, behaviour, educational or professional career, public life (including character, reputation, social status, marital status), family and relationship structure, friends and social connections; correspondence; expressions of opinion; indications of the intentions of someone in respect of an individual.	May contain: ethnicity, religious beliefs, political affiliations, philosophical beliefs, sexual life, sexual orientation, health data, physical characteristics. May contain criminal offence data.	Young person, Relevant Persons, solicitors, panel members, Safeguarders, Social Work, Disclosure Scotland	Very occasionally if a relevant person is living outwith the EU	Until a child’s 18th birthday unless an exemption applies ⁵	SCOTS; CMS; locked cabinets (paper files); tamper proof mailing bags; security labels.
<u>Child’s views</u> – including All about me forms, Your View forms or letters recording views	To ensure child’s views are considered at a Children’s Hearing.	Children and young people.	Names; info about an individual’s interests, personal/life history, family and relationship structure, friends and social connections; correspondence; expressions of opinion.	May contain: ethnicity, religious beliefs, philosophical beliefs, health data.	Relevant Persons, solicitors, panel members, safeguarders	Very occasionally if a relevant person is living outwith the EU	Until a child’s 18th birthday ⁵	SCOTS; CMS; locked cabinets (paper files); tamper proof mailing bags; security labels.

⁵ Please note that all case management information is being retained indefinitely while the Historic Child Abuse Inquiry is being undertaken.

<u>Court</u> – including court referrals, remits, interlocutors	To assist with decision making of Children’s Reporters and Children’s Hearings as required under 2011 Act; to update a child’s case file.	Children, young people, families - including parents (birth and step), associates of parents, siblings, grandparents, extended family, prospective carers, witnesses, victims.	Names, addresses, DOBs, contact details, unique identifiers; info about an individual's personal/life history, behaviour, public life (including character, reputation, social status, marital status), family and relationship structure, friends and social connections; expressions of opinion; indications of the intentions of someone in respect of an individual.	May contain: ethnicity, religious beliefs, political affiliations, philosophical beliefs, sexual life, sexual orientation, health data. May contain criminal offence data.	Young person, Relevant Persons, solicitors, panel members, safeguarders.	Very occasionally if a relevant person is living outwith the EU	Until a child’s 18th birthday unless an exemption applies ⁵	SCOTS; CMS; locked cabinets (paper files); tamper proof mailing bags; security labels.
<u>Crown Office</u> - information submitted to Reporters in relation to a referral of a child or young person	To assist with decision making of Children’s Reporters and Children’s Hearings as required under 2011 Act.	Children, young people, families - including parents (birth and step), associates of parents, siblings, grandparents, extended family, prospective carers; professionals working within the Children’s Hearings System – including members of SCRA staff, social work staff, health professionals, individuals working within the education sector; witnesses; victims.	Names, addresses, DOBs, contact details, unique identifiers; info about an individual's interests, personal/life history, financial situation, behaviour, educational or professional career, public life (including character, reputation, social status, marital status), family and relationship structure, friends and social connections; correspondence; expressions of opinion; indications of the intentions of someone in respect of an individual.	May contain: ethnicity, religious beliefs, political affiliations, philosophical beliefs, sexual life, sexual orientation, health data, physical characteristics. May contain criminal offence data.	None	None	Until a child’s 18th birthday unless an exemption applies ⁵	SCOTS; CMS; locked cabinets (paper files);
<u>Education</u> - including school reports, education welfare officer reports, educational	To assist with decision making of Children’s Reporters and Children’s Hearings as required under 2011 Act.	Children, young people, families - including parents (birth and step), associates of parents, siblings, grandparents, extended	Names, addresses, DOBs, contact details, unique identifiers; info about an individual's interests, personal/life history, behaviour, education,	May contain: ethnicity, religious beliefs, political affiliations, philosophical beliefs, sexual life,	Young person, Relevant Persons, solicitors, panel members, safeguarders.	Very occasionally if a relevant person is living outwith the EU	Until a child’s 18th birthday ⁵	SCOTS; CMS; locked cabinets (paper files); tamper proof mailing bags; security labels.

psychologist reports		family, prospective carers; individuals working within the education sector.	family and relationship structure, friends and social connections; correspondence; expressions of opinion; indications of the intentions of someone in respect of an individual.	sexual orientation, health data, physical characteristics. May contain criminal offence data.				
<u>Health</u> - including reports of health visitors, psychiatrists, GPs, paediatricians	To assist with decision making of Children's Reporters and Children's Hearings as required under 2011 Act.	Children, young people, families - including parents (birth and step), associates of parents, siblings, grandparents, extended family, prospective carers; health professionals.	Names, addresses, DOBs, contact details, unique identifiers; info about an individual's interests, personal/life history, behaviour, education, career, family and relationship structure, friends and social connections; correspondence; expressions of opinion; indications of the intentions of someone in respect of an individual.	May contain: ethnicity, religious beliefs, political affiliations, philosophical beliefs, sexual life, sexual orientation, health data, physical characteristics. May contain criminal offence data.	Young person, Relevant Persons, solicitors, panel members, safeguarders.	Very occasionally if a relevant person is living outwith the EU	Until a child's 18th birthday ⁵	SCOTS; CMS; locked cabinets (paper files); tamper proof mailing bags; security labels.
<u>Police</u> - including charge reports in respect of children or adults (SPR2s); cause for concern reports in respect of children; witness statements	To assist with decision making of Children's Reporters and Children's Hearings as required under 2011 Act.	Children, young people, families - including parents (birth and step), associates of parents, siblings, grandparents, extended family, prospective carers; staff working for Police Scotland; witnesses; victims.	Names, addresses, DOBs, contact details, unique identifiers; info about an individual's interests, personal/life history, financial situation, behaviour, educational or professional career, public life (including character, reputation, social status, marital status), family and relationship structure, friends and social connections; correspondence; expressions of opinion;	May contain: ethnicity, religious beliefs, political affiliations, philosophical beliefs, sexual life, sexual orientation, health data, physical characteristics. May contain criminal offence data.	None	None	Until a child's 18th birthday ⁵	SCOTS; CMS; locked cabinets (paper files)

			indications of the intentions of someone in respect of an individual.					
<u>Relevant Persons views</u> – usually received by letter	To assist with decision making of Children’s Reporters and Children’s Hearings as required under 2011 Act; to ensure Relevant Person’s views are considered at a Children’s Hearing.	Children, young people, families - including parents (birth and step), associates of parents, siblings, grandparents, extended family, prospective carers.	Names, addresses, DOBs, contact details; info about an individual's interests, personal/life history, financial situation, behaviour, educational or professional career, public life (including character, reputation, social status, marital status), family and relationship structure, friends and social connections; correspondence; expressions of opinion.	May contain: ethnicity, religious beliefs, political affiliations, philosophical beliefs, sexual life, sexual orientation, health data, physical characteristics. May contain criminal offence data.	Young person, solicitors, panel members, safeguarders.	Very occasionally if a relevant person is living outwith the EU	Until a child’s 18th birthday ⁵	SCOTS; CMS; locked cabinets (paper files); tamper proof mailing bags; security labels.
<u>Safeguarder reports</u>	To assist with decision making of Children’s Reporters and Children’s Hearings as required under 2011 Act.	Children, young people, families - including parents (birth and step), associates of parents, siblings, grandparents, extended family, prospective carers; professionals working within the Children’s Hearings System – including social work staff, safeguarders, health professionals, individuals working within the education sector.	Names, addresses, DOBs, contact details, unique identifiers; info about an individual's interests, personal/life history, financial situation, behaviour, educational or professional career, public life (including character, reputation, social status, marital status), family and relationship structure, friends and social connections; correspondence; expressions of opinion; indications of the intentions of someone in respect of an individual.	May contain: ethnicity, religious beliefs, political affiliations, philosophical beliefs, sexual life, sexual orientation, health data, physical characteristics. May contain criminal offence data.	Child/young person, Relevant Persons, solicitors, panel members.	Very occasionally if a relevant person is living outwith the EU	Until a child’s 18th birthday ⁵	SCOTS; CMS; locked cabinets (paper files); tamper proof mailing bags; security labels.
<u>Social work</u> - information	To assist with decision making of	Children, young people, families - including	Names, addresses, DOBs, contact details, unique	May contain: ethnicity, religious	Child/young person,	Very occasionally	Until a child’s 18th birthday ⁵	SCOTS; CMS; locked cabinets

submitted to Reporters in relation to a referral of a child or young person, including social work reports	Children's Reporters and Children's Hearings as required under 2011 Act.	parents (birth and step), associates of parents, siblings, grandparents, extended family, prospective carers; professionals working within the Children's Hearings System – including, social work staff, health professionals, individuals working within the education sector.	identifiers; info about an individual's interests, personal/life history, financial situation, behaviour, educational or professional career, public life (including character, reputation, social status, marital status), family and relationship structure, friends and social connections; correspondence; expressions of opinion; indications of the intentions of someone in respect of an individual.	beliefs, political affiliations, philosophical beliefs, sexual life, sexual orientation, health data, physical characteristics. May contain criminal offence data.	Relevant Persons, solicitors, panel members, safeguarders.	if a relevant person is living outwith the EU		(paper files); tamper proof mailing bags; security labels.
<u>Third sector</u> – including reports from Children 1 st , NSPCC, Barnados, Aberlour, etc.	To assist with decision making of Children's Reporters and Children's Hearings as required under 2011 Act.	Children, young people, families - including parents (birth and step), associates of parents, siblings, grandparents, extended family, prospective carers; professionals working within the Children's Hearings System – including, third sector staff, social work staff, health professionals, individuals working within the education sector.	Names, addresses, DOBs, contact details, unique identifiers; info about an individual's interests, personal/life history, financial situation, behaviour, educational or professional career, public life (including character, reputation, social status, marital status), family and relationship structure, friends and social connections; correspondence; expressions of opinion; indications of the intentions of someone in respect of an individual.	May contain: ethnicity, religious beliefs, political affiliations, philosophical beliefs, sexual life, sexual orientation, health data, physical characteristics. May contain criminal offence data.	Child/young person, Relevant Persons, solicitors, panel members, safeguarders.	Very occasionally if a relevant person is living outwith the EU	Until a child's 18th birthday ⁵	SCOTS; CMS; locked cabinets (paper files); tamper proof mailing bags; security labels.
Communications								

<u>In Touch</u> e-magazine distribution list	Sharing information with staff/communication and engagement	Members of SCRA staff	Names and personal email addresses of members of staff who are on long-term absence	None	None	None	Until the individual member of staff returns to work or asks to be removed from the mailing list	SCOTS; access restricted to certain members of Press & Communications team.
<u>Partner e-news</u> distribution list	Sharing information/communication and engagement with partners/interested parties	Staff in partner agencies, Panel Members, Safeguarders, etc.	Names and email addresses	None	None	None	Until the individual asks to be removed from the mailing list	SCOTS; access restricted to certain members of Press & Communications team.
<u>Staff and partner surveys</u>	Gaining feedback on a variety of topics/consultation both internal and external	Members of SCRA staff	Names of SCRA staff	None	None	None	Reports - current year + 6 Collated data – current year +1 Individual returns - held on Survey Monkey as long as survey is open; restricted access	SCOTS; access restricted to certain members of Press & Communications and Information & Research teams.
Complaints								
<u>Complaints</u> from anyone dissatisfied with service from SCRA	To enable SCRA to consider complaints about its service in line with duties of public agencies – in line with the SPSO Act 2002	Children, young people, families - including parents (birth and step), associates of parents, siblings, grandparents, extended family, prospective carers. Professionals	Names, address, contact details, personal opinions, correspondence. May also contain: unique identifiers, DOBs, info about an individual's personal history, financial	May contain: ethnicity, religious beliefs, philosophical beliefs, political affiliations, sexual life, sexual	SPSO – only when investigating SCRA's handling of a complaint	None	Current year + 5 years	SCOTS; access restricted to Information & Research team and managers who deal with complaints

		working within the Children's Hearings System – including members of SCRA staff, social work staff, health professionals, individuals working within the education sector.	info, educational or professional career, info about an individual's public life (including character, reputation, social status, marital status), family relationships and family structure, friends and social connections.	orientation, health data, physical characteristics. May contain criminal offence data.				
Data management								
<u>Data warehouse</u> ⁶	Statutory functions of the Principal Reporter (Children's Hearings (Scotland) 2011 Act); includes - research, management information, producing statistics.	Children and young people, associates – this is not prescriptive so can include any persons, such as family members, solicitors, witnesses, non-disclosure associates, safeguarders, carers professionals, siblings.	Names, addresses, DOBs, contact details, unique identifiers; info about an individual's interests, personal/life history, financial situation, behaviour, educational or professional career, public life (including character, reputation, social status, marital status), family and relationship structure, friends and social connections; correspondence; expressions of opinion; indications of the intentions of someone in respect of an individual.	Ethnicity, religious beliefs, philosophical beliefs, political affiliations, sexual life, sexual orientation, health data, physical characteristics. May contain criminal offence data.	Local authorities, Scottish Courts, Police Scotland, care inspectorate, health professionals, Children's Hearings Scotland	None	Until a child's 18 th birthday unless an exemption applies ⁵ (<i>anonymised data may be held indefinitely for research and statistical purposes</i>)	SCOTS; access restricted to IT and data team staff with Locality Managers having access to a specific suite of information. All access requires passwords. Information sharing agreements with recipient agencies; Records management controls (e.g. auto-purge and delete reports).
Finance								
<u>Budget management</u> (e.g. annual)	To ensure sound financial management and production of	Members of SCRA and CHS staff	Name, Payroll reference	None	Auditors, as part of legally-required audits	None	Current year + 6 (statutory requirement)	SCOTS; Password protected system;

⁶ Includes child's details, relevant person details, child associate details; referrals (offence, non-offence) reports/remits/advice; status; outcomes; CSOs and measures; related correspondence including addresses; audit information such as processer, versions, dates/calendar; text extracts from case notes and forms; warning and non-disclosure flags/markers.

budget, annual accounts, Balance sheet reconciliations	statutory annual accounts/financial statements, in line with statutory requirements						Companies Act 2006)	locked cabinets (paper records); access restricted to Finance and HR teams
Falkirk Council Pension Fund investment Forum related papers and correspondence	Compliance with Retirement Benefits Schemes Regulations 1995; to ensure correct and current financial information relating to staff	Members of SCRA and CHS staff	Name, address, DOB, National Insurance Number	None	Falkirk Council Pension Fund	None	Current year + 6 (statutory requirement Retirement Benefits Schemes Regulations 1995)	SCOTS; access restricted to members of Finance team
Financial transactions (e.g. invoices (debtors and suppliers), requisitions, GPC logs, forecast outturns)	To ensure suppliers and expense claimants paid correctly for goods and services rendered to SCRA, in line with statutory requirements	Members SCRA and CHS staff; suppliers/expense claimants	Name Address Payroll reference	None	Auditors, as part of legally-required audits	None	Current year + 6 (statutory requirement Companies Act 2006)	SCOTS; protected system; locked cabinets (paper records); access restricted to Finance and HR teams
HMRC correspondence	Compliance with Income Tax (Employments) Regulations 1993; to ensure correct and current financial information relating to staff.	Members of SCRA staff	Name, address, DOB, National Insurance Number	None	HMRC	None	Current year + 6 (Income Tax Employments Regulations 1993)	SCOTS; locked cabinet; access restricted to members of Finance and HR teams
Governance								
Board (and its Committees) meetings, agendas, papers minutes	To keep a detailed record of Board and Committee discussions and decisions	Members of SCRA staff Members of SCRA Board & Committees	Names of attendees at meetings	None	None	None	Current year + 5	SCOTS; access restricted to Principal Reporter, Governance Officer and members of EMT

<u>EMT</u> meetings, agendas, papers minutes	To keep a detailed record of EMT discussions and decisions	Members of SCRA staff	Names of attendees at meetings	None	None	None	Current year + 5	SCOTS; access restricted to Principal Reporter, Governance Officer and members of EMT
<u>Partnership Forum</u> meetings, agendas, papers minutes	To keep a detailed record of partnership discussions	Members of SCRA staff	Names of attendees at meetings	Trade Union membership	None	None	Current year + 5	SCOTS; access restricted to Principal Reporter and Governance Officer
Health & Safety								
<u>Issue of personal protective equipment</u> /other special equipment to an employee.	To document the health and safety reasons for the specialist equipment and to assess its use	Members of SCRA staff	Names, unique identifiers	Health data	None	None	Destroy after 6 years	SCOTS; access restricted within SCRA
<u>Accidents, incidents, diseases and dangerous occurrences</u> to adults and children	To record and take appropriate action as well as consider trends of incidents and for board reporting purposes	Children, young people, parents, other family members, Panel Members, professionals attending Hearings Centres, members of SCRA staff	Names, addresses,	Health data. May contain criminal offence data	Only where the incident has to be reported to the HSE.	None	Destroy date of last entry -plus 3 years (accidents, incidents & dangerous occurrences) -plus 40 years for diseases (employees) (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, as amended.	SCOTS; access restricted within SCRA

							Limitation Act 1980 The Control of Substances Hazardous to Health Regulations 1999 and 2002)	
Human Resources								
<u>Absence records</u>	To monitor sickness levels	SCRA staff	Names, addresses	Health data	None	None	6 years after termination of employment; paper copy tax year + 3 years	SCOTS; Password protected system; access restricted to HR and payroll staff and line managers; data processing contract with host supplier
<u>Disciplinary records</u>	To ensure all relevant information is captured and documented	Members of SCRA staff	Names, addresses, personal opinions	None	Unison if the person being represented gives their permission to share a letter or report. May share with solicitors if seeking legal advice in managing a complex situation.	None	6 or 12 months after warning lapses	SCOTS; access restricted to HR staff and line managers; locked cabinets
<u>Flexi sheets</u>	To monitor hours worked and flexi time accrued	Members of SCRA staff	Name, employee no, absence details	May contain health data and information on trade union activities	Line managers	None	2 years after sign off	SCOTS

<u>Grievance</u> - including SCRA's response, action taken and the outcome	To investigate a grievance raised	Members of SCRA staff	Names, addresses, personal opinions	May also contain: health data, political affiliations.	Unison if the person being represented gives their permission to share a letter or report. May share with solicitors if seeking legal advice in managing a complex situation.	None	6 years after last action on file	SCOTS; access restricted to HR staff and line managers; locked cabinets
<u>HMRC correspondence</u> regarding individual entitlements	To ensure correct and current financial information relating to staff	Members of SCRA staff	Names, addresses, DOBs, NI number	None	HMRC - tax purposes	None	Current year + 6 years	SCOTS; access restricted to HR and payroll staff; data processing contract with host supplier
<u>ID Badge records</u>	To provide staff with ID badges	Members of SCRA staff	Names, job titles, photographs	None	None	None	Until staff member leaves	Device is encrypted; requires admin credentials to access the system
<u>Leave</u> - authorisation and administration	To record leave	Members of SCRA staff	Names	None	None	None	After completion of entitlement or current year +1 whichever is greater	Password protected system; access restricted to HR and payroll staff; data processing contract with host supplier
<u>Occupational Health</u> - referrals	To request occupational health assessments of job applicants and SCRA staff	Job applicants, Members of SCRA staff	Names, employee numbers, addresses	Health data	Occupational Health provider	None	Destroy 10 years after last treatment, patient's death, or 6 years after	SCOTS; locked cabinets

							termination of employment whichever is the sooner	
<u>Pay - JNCC</u> and negotiation meetings minutes	To ensure fair remuneration for SCRA staff	Members of SCRA staff	Names	Trade union membership	Unison - for purpose of negotiating pay awards / progression	None	6 financial years after creation	SCOTS; access restricted to HR staff and line managers; locked cabinets
<u>Pay - payroll</u> exception reports and reconciliations	To ensure any anomalies of salary are addressed	Members of SCRA staff	Names, unique identifiers	None	HMRC - tax purposes	None	Destroy 1 year after current financial year	Password protected system; access restricted to HR and payroll staff; data processing contract with host supplier
<u>Pay – salary</u> records including overtime, expenses, payroll amendments, redundancy payments, calculations and repayments of over/under payments, calculations of statutory entitlements	To ensure correct and current financial information relating to staff	Members of SCRA and CHS staff	Names, NI numbers, bank details, payroll number	None	HMRC - tax purposes	None	Current year + 6 years (Taxes Management Act 1970)	Password protected system; access restricted to HR, payroll and Finance team staff; data processing contract with host supplier
<u>Pay - Income tax and NI returns</u> , income tax records and correspondence with the Inland Revenue	To ensure correct and current financial information relating to staff as well as making accurate returns to HMRC	Members of SCRA staff	Names, NI numbers	Health data	HMRC	None	Destroy not less than 3 years after the end of the financial year to which they relate (The Statutory	Password protected system; access restricted to HR, payroll and Finance team staff; data processing

Statutory Maternity Pay records, calculations, certificates (Mat B1s) or other medical evidence							Maternity Pay (General) Regulations 1986, as amended)	contract with host supplier
<u>Pay - Electronic payslips</u> payroll reports	To provide staff with access to their monthly payslips. Payroll reports to provide information to authorised signatories for payroll processing	Members of SCRA staff	Names, NI numbers	None	Internal auditors	None	Payslips destroy 6 years after termination of employment. Reporters destroy after auditors have visited and assessed previous financial year	Password protected system; access restricted to HR, payroll and Finance team staff; data processing contract with host supplier
<u>Pay - Mortgage/Credit requests</u>	To provide a support service to staff seeking mortgages with external providers	Members of SCRA staff	Names	None	None	None	Destroy 3 months after sharing copy with individual	SCOTS; access restricted to HR, payroll and Finance team staff
<u>Pay - Relocation expenses claims</u>	In line with policy provide reimbursement relocating homes as required by SCRA	Members of SCRA staff	Names, addresses, NI numbers	None	None	None	Destroy 3 years after appointment	Password protected system accessed by HR and Payroll staff. Scots for personal file.
<u>Pay - Senior executives' records</u> (that is, those on a senior management team or their equivalents) Inland Revenue approvals	In line with statutory reporting procedures	Members of SCRA staff	Names, NI numbers	None	HMRC	None	Destroy 6 years after termination of contract	Scots; password protected system accessed by HR and Payroll Staff. Remuneration also held on website.

<u>Pension</u> - contributions and entitlement records as well as retirement records including flexible retirement, ill health retirement, efficiency and early retirements	To keep a record of an individual's pension history for retirement purposes	Members of SCRA staff	Names, addresses, NI number	None	Falkirk Council - to process pensions	None	6 years after termination of employment	Password protected system; access restricted to HR and payroll staff; data processing contract with host supplier
<u>Performance management</u> - including supervision, appraisal and capability processes	To ensure satisfactory employee performance, learning and individual support	Members of SCRA staff	Names, personal opinions, personal learning and objectives	None	None	None	4 years	Password protected system; access restricted to HR and payroll staff; data processing contract with host supplier. Held within local personal files held by line managers
<u>Personal HR files</u> - including application forms, references, contract of employment and other contractual correspondence	To keep a record of an individual's employment history with SCRA	Members of SCRA staff	Names, addresses, contact details, references, salary details, qualifications, pensions data; personal opinions	May also contain: religious belief; ethnicity; sexual orientation; disability; political affiliations; health data	None	None	6 years after employment has ceased	SCOTS; access restricted to HR staff and line managers; locked cabinets
<u>Personal HR files</u> - iTrent data	Electronic data solution to enable management of employees	Members of SCRA staff, SCRA Board members	Names, addresses, DOBs, NI numbers, unique identifiers, passport details, driving licence details, visa details, work permit details, employment details, contact details, emergency contact details, next of kin,	May contain: religious belief, ethnicity, sexual orientation, disability; health data	HMRC – for tax purposes; Falkirk Council - to process pensions; EdenRed - for childcare vouchers.	None	6 years after termination of employment	Password protected system; access restricted to HR and payroll staff; data processing contract with host supplier.

			bank details, salary info, tax codes, age, gender, marital status; personal opinions.	May contain criminal offence data				
<u>Recruitment - Disclosure</u> Scotland tracking sheet	To ensure current or prospective members of staff have no criminal convictions	Members of SCRA staff, SCRA Board members, prospective SCRA employees	Names, DOBs, unique identifiers	May contain criminal offence data	None	None	As long as employee is in employment with SCRA	SCOTS; access restricted to HR staff and line managers; locked cabinets
<u>Recruitment – identification</u> records	Where required provide ID to confirm eligibility to work in UK	SCRA job applicants	Names, DOB, unique identifiers	May contain ethnicity data	None	None	Destroy non EEA and Swiss records after 6 months. Retain other until become British Citizen or 12 months after leaving	SCOTS; access restricted to HR staff
<u>Recruitment - occupational</u> (verbal/numeric) testing records	For interview of candidates	Job applicants who are external to SCRA; existing members of staff applying for other roles	Names, gender	None	None	None	Destroy after 6 months	SCOTS; access restricted to HR staff and line managers; locked cabinets
<u>Recruitment - unsuccessful</u> applicants – including application forms, references, interview notes	For potential interview of candidates	Job applicants – internal and external to SCRA	Names, addresses, DOBs, gender, contact details, employment history, marital status	May contain: religious belief; ethnicity; sexual orientation; disability; political affiliations.	None	None	6 months from advert closure	SCOTS; access restricted to HR staff and line managers; locked cabinets
<u>Recruitment - vacancy enquiries</u> - including unsolicited requests and requests for further info	To support applications for vacancies	Prospective job applicants	Names, contact details, employment history	None	None	None	Deleted once responded to	SCOTS; access restricted to HR staff and line managers; locked cabinets

<u>Termination of employment</u> - including exit interview notes and analysis	To record reasons for leaving	Ex-members of SCRA staff	Names, personal opinions	None	None	None	6 years after termination of employment	SCOTS; access restricted to HR staff and line managers; locked cabinets
Information management								
<u>Freedom of Information</u> requests and responses, and associated records	Compliance with Freedom of Information (Scotland) Act 2002 (FOISA)	Those making FOISA requests; including members of the public, victims, journalists, researchers	Names and email or postal addresses of requestors	May contain: religious belief; ethnicity; sexual orientation; disability; political affiliations; health. May contain criminal offence data.	Scottish Information Commissioner when a requestor makes an appeal	None	Current year + 3	SCOTS; access restricted to Information & Research team
<u>Data Protection</u> enquiries inc. Subject Access Requests	Compliance with Data Protection Act 1998 and from 25 May the General Data Protection Regulation	Those making subject access requests including SCRA staff. Children, young people, families - including parents (birth and step), associates of parents, siblings, grandparents, extended family, prospective carers; professionals working within the Children's Hearings System – including members of SCRA staff, social work staff, health professionals, individuals working within the education sector; witnesses; victims.	Names and email or postal addresses of requestors; copies of requestors' ID.	May contain: religious belief; ethnicity; sexual orientation; disability; political affiliations; health. May contain criminal offence data.	Requestors unless exemptions apply; ICO when requestor makes a complaint	None	Current year + 3	SCOTS; access restricted to Information & Research team

<p><u>PVG requests from Disclosure Scotland</u></p>	<p>To provide information to Disclosure Scotland on individuals being considered for listing under the Protection of Vulnerable Groups Scheme</p>	<p>Children, young people, parents, other relatives, associates of parents</p>	<p>Names, addresses, DOBs, contact details, unique identifiers; info about an individual's interests, personal/life history, behaviour, offending, educational or professional career, public life (including character, reputation, social status, marital status), family and relationship structure, friends and social connections; correspondence; expressions of opinion; indications of the intentions of someone in respect of an individual.</p>	<p>May contain: religious belief; ethnicity; sexual orientation; disability; health. May contain criminal offence data.</p>	<p>Disclosure Scotland</p>	<p>None</p>	<p>Current year + 3</p>	<p>SCOTS; access restricted to Information & Research team</p>
<p><u>Information security breaches</u> inc. Non-Disclosure</p>	<p>In compliance with Data Protection Act 1998 (and from 25 May the General Data Protection Regulation) and 2011 Act, to take action to mitigate risks to individuals, to monitor and report on performance, to meet statutory requirements and protect safety and rights of children, carers and family members.</p>	<p>Children, young people, parents, other relatives, associates of parents, carers, prospective carers, professionals</p>	<p>Names, addresses, DOBs, contact details, unique identifiers; info about an individual's interests, personal/life history, behaviour, offending, educational or professional career, public life (including character, reputation, social status, marital status), family and relationship structure, friends and social connections; correspondence; expressions of opinion; indications of the intentions of someone in respect of an individual.</p>	<p>May contain: ethnicity, religious beliefs, political affiliations, philosophical beliefs, sexual life, sexual orientation, health data, physical characteristics. May contain criminal offence data.</p>	<p>ICO when breaches are reported. Professionals in other agencies.</p>	<p>None</p>	<p>Until child reaches 18 years⁵</p>	<p>SCOTS; access restricted to Information & Research team</p>

Our Hearings Our Voice – Young People’s Board for the Children’s Hearings System ⁷								
<u>OHOV meetings - agendas, papers minutes⁷</u>	The operation of the young people’s board for the Hearings System; participation, communication, consultation Children and young people	Members of OHOV Board	To be decided	To be decided	To be decided	To be decided	To be decided	To be decided
<u>Recruitment of OHOV members⁷</u>	The operation of the young people’s board for the Hearings System; participation, communication, consultation Children and young people	Applicants to and members of OHOV Board	To be decided	To be decided	To be decided	To be decided	To be decided	To be decided
Practice								
<u>Memorials for the Opinion of Counsel and the resulting Counsel’s Opinion</u>	To obtain legal advice in relation to the Principal Reporter’s statutory casework functions and other matters.	Children, young people, families - including parents (birth and step), associates of parents, siblings, grandparents, extended family, carers, prospective carers, members of SCRA staff.	Names, addresses, DOBs, contact details; info about an individual’s interests, personal/life history, financial situation, behaviour, educational or professional career, public life (including character, reputation, social status, marital status), family and relationship structure, friends and social connections; correspondence; expressions of opinion; indications of the intentions	May contain: ethnicity, religious beliefs, political affiliations, philosophical beliefs, sexual life, sexual orientation, health data, physical characteristics. May contain criminal offence data.	SCRA’s solicitors; Counsel appointed by SCRA	None	To be reviewed after current year + 10	SCOTS; locked cabinets (paper records); access restricted within SCRA

⁷ The OHOV is not yet established and no personal data is held at present

			of someone in respect of an individual.					
Documents and information relating to <u>court proceedings</u> , primarily those in the Sheriff Appeal Court or Court of Session.	To enable the Principal Reporter to pursue and respond to court proceedings under the 2011 Act and other proceedings.	Children, young people, families - including parents (birth and step), associates of parents, siblings, grandparents, extended family, carers, prospective carers; legal representatives, members of SCRA staff.	Names, addresses, DOBs, contact details; info about an individual's interests, personal/life history, financial situation, behaviour, educational or professional career, public life (including character, reputation, social status, marital status), family and relationship structure, friends and social connections; correspondence; expressions of opinion; indications of the intentions of someone in respect of an individual.	May contain: ethnicity, religious beliefs, political affiliations, philosophical beliefs, sexual life, sexual orientation, health data, physical characteristics. May contain criminal offence data.	SCRA's solicitors, Counsel if appointed, other parties to the proceedings	None	Until child reaches 18 years ⁵ (unless exception applies)	SCOTS; locked cabinets (paper records); access restricted within SCRA.
<u>Practice Enquiries</u> from SCRA staff and responses	To support delivery of the Principal Reporter's statutory casework functions	Children, young people, families - including parents (birth and step), associates of parents, siblings, grandparents, extended family, carers, prospective carers; legal representatives, members of SCRA staff.	Names, addresses, DOBs, contact details; info about an individual's interests, personal/life history, financial situation, behaviour, educational or professional career, public life (including character, reputation, social status, marital status), family and relationship structure, friends and social connections; correspondence; expressions of opinion; indications of the intentions of someone in respect of an individual.	May contain: ethnicity, religious beliefs, political affiliations, philosophical beliefs, sexual life, sexual orientation, health data, physical characteristics. May contain criminal offence data.	None	None	To be reviewed after current year + 10 (unless exception applies)	SCOTS; locked cabinets (paper records); access restricted within SCRA.

<p><u>Unpublished Court Opinions</u></p>	<p>To support delivery of the Principal Reporter's statutory casework functions</p>	<p>Children, young people, families - including parents (birth and step), associates of parents, siblings, grandparents, extended family, carers, prospective carers; legal representatives, members of SCRA staff.</p>	<p>Names, addresses, DOBs, contact details; info about an individual's interests, personal/life history, financial situation, behaviour, educational or professional career, public life (including character, reputation, social status, marital status), family and relationship structure, friends and social connections; correspondence; expressions of opinion; indications of the intentions of someone in respect of an individual.</p>	<p>May contain: ethnicity, religious beliefs, political affiliations, philosophical beliefs, sexual life, sexual orientation, health data, physical characteristics. May contain criminal offence data.</p>	<p>Courts and other parties to proceedings</p>	<p>None</p>	<p>To be reviewed after current year + 10 (unless exception applies)</p>	<p>SCOTS; locked cabinets (paper records); access restricted within SCRA.</p>
<p>Procurement</p>								
<p><u>Tender exercises</u></p>	<p>To allow SCRA to evaluate bids received, create contracts with the successful supplier and ensure contract requirements are met.</p>	<p>Potential and successful suppliers and contractors</p>	<p>Names, qualifications, education details and previous employment</p>	<p>May contain criminal offence data as, where applicable, potential contractors are asked for details of criminal convictions and business probity relating to the conduct of their business or profession</p>	<p>Occasionally external consultants instructed to carry out tender analysis of the bids received</p>	<p>None</p>	<p>5 years after contract expiry</p>	<p>SCOTS; access restricted to members of Procurement and Property teams</p>
<p>Property</p>								

<u>Property Management Records</u>	To record details of parties we may contract with	Potential owners, and tenants	Names, addresses, contact details	None	solicitors	None	For as long as SCRA holds the property	SCOTS
Research								
<u>Information and materials gathered for research</u>	To carry out research to influence and inform policy, practice and legislation on looked after children and the Children's Hearings System	Children, young people, families - including parents (birth and step), siblings, grandparents; professionals working within the Children's Hearings System – including members of SCRA staff, social work staff, third sector staff.	Names, contact details (e.g. addresses, phone, email) Information collected on children and families is pseudonymised or anonymised.	May contain: ethnicity, religious beliefs, political affiliations, philosophical beliefs, sexual life, sexual orientation, health data, physical characteristics. May contain criminal offence data.	SCRA shares personal data with external researchers where data subjects have given consent and/or Information Sharing Agreements/ MOUs are in place.	None	5 years from publication of research	SCOTS; locked cabinet; unique linkage identifiers are used in data collection on children and families, and destroyed when data collection completed; no identifiers are collected and used in any data analysis or reporting; numbers less than five are suppressed in reporting, pseudonyms are used in reporting interviews and case studies; approval of SCRA's Research ethics Committee
<u>Research not otherwise published</u>	To carry out research to influence and inform policy, practice and legislation on looked after children and the	Children, young people, families - including parents (birth and step), siblings, grandparents; professionals working within the Children's	Names, contact details (e.g. addresses, phone, email) Information collected on children and families is	May contain: ethnicity, religious beliefs, political affiliations, philosophical beliefs, sexual life, sexual orientation,	SCRA shares personal data with external researchers where data subjects have given consent	None	5 years from publication of research	SCOTS; locked cabinet; unique linkage identifiers are used in data collection on children and families, and

	Children's Hearings System	Hearings System – including members of SCRA staff, social work staff, third sector staff.	pseudonymised or anonymised.	health data, physical characteristics. May contain criminal offence data.	and/or Information Sharing Agreements/ MOUs are in place.			destroyed when data collection completed; no identifiers are collected and used in any data analysis or reporting; numbers less than five are suppressed in reporting, pseudonyms are used in reporting interviews and case studies; approval of SCRA's Research ethics Committee
Training								
<u>Professional Development Award for Children's Reporter Practice</u> – candidate records	To deliver accredited course for attainment of Professional Development Award for Children's Reporter Practice	Members of SCRA staff	Names, addresses, DOBs, contact details; unique identifiers	None	SQA (as the Qualification provider)	None	Destroy 6 years after employment ceases	SCOTS; access restricted within SCRA
<u>Institute of Leadership and Management (ILM)</u> candidate records	To record training and learning events for staff	Members of SCRA staff	Names, addresses, DOBs, contact details; unique identifiers	None	Institute of Leadership and Management	None	Destroy 5 years after completion of course module	SCOTS; access restricted within SCRA
<u>Training records</u> relating to individuals	To record training and learning events for staff	Members of SCRA staff	Names, addresses, DOBs, contact details; unique identifiers	None	External Training providers as required	None	Destroy 6 years after employment ceases	SCOTS; access restricted within SCRA
Victim Information								

<u>Correspondence</u> with victims of youth offending	To operate SCRA's Victim Information Service	Victims of youth offending	Names, addresses	Criminal offence data.	None	None	Current year +5	SCOTS; access restricted to Victim Information Team