



Jargon buster

Here are some words/phrases that you might hear/see when asking for your information and what they mean...

Scottish Children's Reporter Administration (SCRA) – is a national organisation which employs Children's Reporters and administers Children's Hearings – www.scra.gov.uk

Case records held by SCRA – reports, correspondence and legal documents about the referral of children to the Children's Reporter and Children's Hearings processes. Most information on children's cases is held electronically in SCRA's Case Management System, and some information is kept in paper files.

Our policy is that case information is held until a child is 18 years old. Sometimes SCRA will hold little information about a child. This is when there has been a recent referral and no Children's Hearing has been held yet.

Redacted – means the document is edited to remove other people's information.

Personal information or data - information about a person. This can include information about where they live, their health, relationships, family, religion, offences, education, etc.

Subject access request – a request you make for your own personal information or a request from someone who is acting on your behalf (e.g. your solicitor).

Subject access request for a child's personal information - Adults and children aged 12 years and over can make their own requests for their personal information. Parents (and others who are relevant persons) can request information on their child, if they are acting on their child's behalf. But, if a child is 12 years or over (or if younger than 12 and judged to have sufficient maturity) we usually need their consent before releasing information about them.

SCRA will only provide a child's personal information to another individual who requests it if that person can demonstrate that they are acting on behalf of the child (this includes their parents).

Data protection law – your personal information is protected by law, and includes the right to make a subject access request. The main data protection laws are the General Data

Protection Regulation (EU) 2016/679 and the UK Data Protection Act 2018. SCRA must comply with data protection law.

Information Commissioner's Office (ICO) – the ICO is responsible for enforcing data protection law in the UK -www.ico.org.uk