

FOR: ALL STAFF

Version 1.0
May 2018

Author: Ava Wieclawska

Who is SCRA and what is this notice for?

The Scottish Children's Reporter Administration (SCRA) is a national organisation focused on children and young people most at risk. SCRA has been in operation since 1st April 1996. Our main responsibilities are set out in the Local Government (Scotland) Act 1994 and are:

- To facilitate the work of Children's Reporters,
- To deploy and manage staff to carry out that work,
- To provide suitable accommodation for Children's Hearings.

SCRA is part of the Children's Hearings System. It aims to be a safety net for vulnerable children and young people, deliver solutions which meet the needs of the individuals involved, and to help to build stronger families and safer communities.

SCRA is a Data Controller, as defined in data protection law. SCRA's head office is at Ochil House, Springkerse Business Park, Stirling, FK7 7XE and it has various office locations throughout Scotland. Please see our [website](#) for further details.

Our Data Protection Officer can be contacted at Inforequest@scra.gov.uk or on 0131 244 7202.

This privacy notice relates to the personal information we process about you, as part of your employment contract with SCRA. It explains what personal information we process about you when we send you a contract of employment, why we process it, and what we do with it. It also explains your rights under data protection law.

SCRA is committed to ensuring all personal information is processed in accordance with data protection law. Please see our Data Protection Policy for further information.

Why do we need to process your personal information?

We need to process your personal information in order to fulfil your employment contract with us and to ensure that you receive and can access employee services, including pensions, childcare voucher schemes, occupational health and employee assistance. The processing is necessary for your employment contract with us or because you have asked us to do something prior to entering into a contract (e.g. you have asked us to consider your application in relation to a vacancy with us).

We process personal information so that we can undertake necessary pre-employment checks and, following successful appointment, manage and support your employment.

Throughout your employment, we will process personal information about you for the following purposes:

- To monitor absence
- To investigate and record disciplinary proceedings
- To monitor hours worked and flexi time accrued
- To investigate and record grievances
- To provide staff with ID badges
- To record leave
- To ensure correct and current financial information relating to staff, including salary and payroll information
- To keep a record of an individual's pension history for retirement purposes
- To ensure satisfactory employee performance
- To keep a record of an individual's employment history with SCRA
- To record reasons for leaving

What personal information do we process about you?

- Salutations, Forenames and Surnames
- Unique identifiers (including payroll numbers)
- Photographs
- Address details
- Telephone contact details (including home, work and mobile telephone numbers)
- Email contact details (work and home)
- Dates of birth
- Gender
- Ethnicity (including race, national or ethnic origin, languages spoken) – if provided
- Complaints records – if you raise a complaint or a complaint relates to services you have provided on behalf of SCRA
- Information about your religious and philosophical beliefs – if provided
- Information that describes your sexual life or sexual orientation – if provided
- Information used to authenticate you (including passwords, personal details)
- Information that identifies your financial account details
- Information that describes your behaviour (e.g. in relation to any complaints that may be submitted or disciplinary action)
- Information that describes your health (including medical conditions or health care, physical and mental health, disabilities, family or individual health history, health records) – if provided
- Information about your educational or professional career (including job titles, salary, work history, school attended, employment history, evaluations, references, interviews, certifications, disciplinary actions)
- Information about your trade union membership – if relevant
- Information about your criminal activity (including the commission or alleged commission of any offence; and any proceedings for any offence committed or alleged to have been committed, the disposal of such proceedings or the sentence of any court in such proceedings)



- Information about your public life (including character, general reputation, social status, marital status, political affiliations – e.g. if you have provided details of membership with political parties)
- Information communicated from or to you
- Any expression of opinion about you and any indication of SCRA in respect of you (e.g. any records describing decisions that may be taken about you)

What personal information do we process about you in relation to pre-employment checks?

We undertake pre-employment checks for all employees to check identity, employment history, nationality and immigration status as well as your eligibility to work with vulnerable children (via a live Protection of Vulnerable Groups (PVG) certificate). In certain circumstances confirmation of employment history will be sought from previous employers where references do not cover a 3 year period. The information provided is that you have been offered a position within our organisation and the nature of the role. The information requested are the dates of employment and in what capacity you were employed.

Furthermore, in accordance with the Protection of Vulnerable Groups (Scotland) Act 2007 (PVG) (regulated work with vulnerable children), it is an offence for an individual to do, or seek or agree to do, regulated work of the type from which they are barred. It is also an offence for an organisation to knowingly recruit an individual who is barred to do regulated work of the type to which the barring relates.

To ensure that employees are permitted to undertake regulated work with children SCRA require successful applicants to complete PVG application and provide original of 2 forms of identification, including Photo ID.

The information collected on the PVG form includes personal details - name and address, mother's maiden name; Birth details - date of birth, town of birth, country of birth and nationality; Contact details – day and evening contact details and e-mail address; additional information including national insurance, passport, driving licence, nationality details etc; current address and address history; and declaration details.

All of this information is passed to Disclosure Scotland for the purposes of processing the PVG application. SCRA does not hold a copy of the application form once this has been sent to Disclosure Scotland and does not retain documents provided to prove identity.

SCRA receives a certificate from Disclosure Scotland to advise of the outcome of the application. This information is accessed by Human Resources staff and the PVG number and outcome status only is retained by SCRA. The PVG certificate is securely destroyed.

All PVG Scheme members are subject to on-going monitoring (continuous updating). This means that when you are a PVG Scheme member your vetting information is kept up-to-date by Disclosure Scotland and if there is new information about you this will be assessed to determine if you are unsuitable to do regulated work with children. If Disclosure Scotland contact SCRA with new information, SCRA will hold this information for the purposes of determining the impact on employment with SCRA.



Where did we get your information from?

We have collected your personal information during the application process and will continue to collect personal information from you throughout your employment with us. You will be asked to voluntarily provide equalities information and you may be required to provide information to us for legal reasons, for example, we will ask to see copies of your P45 or P46 so that we can share this information with HMRC for tax purposes.

We have collected personal information about you from referees in the course of considering your application to SCRA. This includes, your relationship with the referee, how long they have known you and in what capacity, duties and responsibilities, quality of work and suitability for role applied for and any other relevant information.

Who has access to your personal information?

The following SCRA employees will have access to your personal information:

- HR staff
- Payroll staff and Transactions/Business Managers
- Your line manager and associated senior managers

Who will we share your personal information with?

We will share your personal information with the following organisations. Each organisation is a data controller under data protection law and is required to process your personal data lawfully and securely.

- Edenred – for the purposes of managing childcare voucher schemes and employee discount schemes (if you have opted to sign up for these);
- Our Occupational Health Provider (Optima Health) – for the purposes of providing you with occupational health services (if you have consented to this) and for assessing fitness for the role in relation to health and any reasonable adjustments
- HMRC – for legal requirements, as set out in UK taxation legislation;
- Falkirk Council Pension Fund – for the purposes of managing your pension contributions and entitlements;
- Scottish Government (SG) - for the purposes of approving BPSS checks in order to obtain security clearance to enter and work within SG buildings as well as access SG systems.

Who will process your personal information?

SCRA utilise a third party to process personal data on our behalf. The third party is Midlandhr who host SCRA's e-hr system and who have access for security, maintenance and resolution of issues purposes. In addition, Midlandhr process monthly BACS payments for salary purposes.

SCRA have a Data Processing Contract in place with Midlandhr to govern the processing of your data.



What if your information changes?

If any of your personal or contact details change, it is important that you tell us straight away so we have the most up-to-date information to communicate with you about your employment and other services.

To do this, please read the information in the 'update my details' section of SCRA's Intranet and amend your personal information on the self-service portal of Itrent.

How long will we hold your information?

We retain personal information in line with data protection law. This involves only retaining the personal information we need for business, regulatory or legal reasons. Once personal information is no longer needed, it is securely destroyed. Most of the information we hold about you will be held for 6 years after your leaving date. For other retention periods that may apply, please see SCRA's Records Management and Retention Policy.

What are your rights?

One of the key objectives of data protection law is to protect and strengthen your rights as data subjects in respect of the processing of your personal data.

Data protection law provides the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- The right to not be evaluated on the basis of automated processing

Further information in relation to each right, including how to exercise these rights and where exemptions may apply can be found in the Guide to Data Subjects Rights.

What can you do if you are unhappy with the way we process your information?

If you are unhappy with the way we process your information, please speak to our Data Protection Officer.

The Data Protection Officer can be contacted at inforequest@scra.gov.uk and on 0131 244 7202.

You can also write to them at Ochil House, Springkerse Business Park, Stirling, FK7 7XE.

If you remain unhappy with the way we process your information you can also complain to the Information Commissioner's Office at the contact details below:

Information Commissioner's Office



Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

