

FOR: People who sign up
for our e-newsletter

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 when you sign up to receive our e-newsletter.

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 provide you with our e-newsletter. We gather statistics around email opening and clicks to help us monitor and improve our e-newsletter. We process your personal information because you have provided your consent for us to do so.

What will we do with your information?

If you sign up to receive our e-newsletter, we will use your information to provide you with a copy of the e-newsletter. When you receive a newsletter, we are able to see if you have opened

the newsletter and which areas of the newsletter you have clicked on to find out further information.

Who has access to your personal information?

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

- Communications staff

Our website host will also have access to your email address. We have a Data Processing Contract in place with the website host to set out the responsibilities of the host in keeping your information safe.

Who will we share your personal information with?

We will not share your personal information with anyone else.

How long will we hold your information?

We retain personal information in line with data protection law. Once personal information is no longer needed, it is securely destroyed. Complaints records will be held for the current year + 5 years and general enquiries and comments will be retained for the current year + 3 years, in line with our [Records Management Policy and Retention Schedule](#).

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:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. 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 should you do if you want to withdraw your consent?

On each newsletter we sent to you there will be an option to unsubscribe. You can click on this link within a newsletter at any time. You can also contact us at communications@scra.gov.uk and we will remove your name from the distribution list.



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

