

# YOUR INFORMATION

## WHAT IS PERSONAL INFORMATION?

Personal information is any information we (SCRA) hold that is about you.

## WHO IS SCRA AND WHY DO WE HOLD YOUR INFORMATION?

SCRA is the Scottish Children's Reporter Administration and we hold your information because someone is concerned about you and has contacted us. This can be for lots of different reasons, including if you are having problems with going to school, if you have been in trouble with the police, if someone is worried that you are not being properly looked after at home or if someone is worried about your safety. We need your information because the law asks us to help protect you.

## WHAT INFORMATION DO WE HOLD ABOUT YOU?

We hold information that tells us who you are and where you live. We may also hold information about who you live with, your family, your school and any contact you have had with police, social workers or doctors.

## WHERE DID WE GET YOUR INFORMATION FROM?

Anyone who is concerned about you can contact us and provide us with information about you. If we need to, we will ask for more information about you from other people, for example, a family member, a teacher, a social worker or a doctor.

## WHAT WILL WE DO WITH YOUR INFORMATION?

We will use your information to decide if there should be a Children's Hearing. If there is a Children's Hearing we will record any decisions that are made about what is best for you.

## WILL WE GIVE YOUR INFORMATION TO ANYONE ELSE?

We can share your information with other people who are involved in your care. If we decide a Children's Hearing should take place, we need to share your information with the people at that Hearing. These people could include social workers, members of your family and members of the Children's Panel [www.chscotland.gov.uk](http://www.chscotland.gov.uk)

## HOW LONG WILL WE HOLD YOUR INFORMATION FOR?

We will hold your information until you are 18. We will keep some information for longer than this so that research can be done to help other children in the future. Nobody will be able to tell this information is about you.

## CAN YOU SEE THE PERSONAL INFORMATION WE HOLD ABOUT YOU?

Yes. Please speak to us at your local Hearing Centre if you would like to see the information we hold about you or email us at [Inforequest@scra.gsi.gov.uk](mailto:Inforequest@scra.gsi.gov.uk) You can also ask someone else to speak to us, for example a member of your family or a solicitor, on your behalf.

## WHERE CAN YOU FIND OUT MORE ABOUT WHAT WE DO WITH YOUR INFORMATION?

You can contact our Data Protection Officer at [Inforequest@scra.gov.uk](mailto:Inforequest@scra.gov.uk)

## WHAT CAN YOU DO IF YOU ARE UNHAPPY WITH THE WAY WE HOLD YOUR INFORMATION?

You can contact our Data Protection Officer who will help you and check that we are doing everything properly. If you're still not happy, you can contact the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk)