

Your Information



SCOTTISH
CHILDREN'S REPORTER
ADMINISTRATION

WHAT IS PERSONAL INFORMATION?

Personal information is any information we (SCRA) hold that is about you. It could be your name, where you live or information about your family.

WHERE DID WE GET YOUR INFORMATION FROM?

You will give us some personal information when you fill in and sign the Consent Form for the research when you give us your name. You might also give us personal information when we collect data as part of our research project. This will be the things that you say to us in an interview or focus group.

WHAT WILL WE DO WITH YOUR INFORMATION?

We will use the information you give us to answer the research questions that we have, but we won't use any of your personal information in the reports that we write.

WILL WE GIVE YOUR INFORMATION TO ANYONE ELSE?

We won't share your information with anyone outside the research team at SCRA.

HOW LONG WILL WE HOLD YOUR INFORMATION FOR?

We will keep Consent Forms for up to five years after the research has finished. We might keep the information in your interview or focus group for longer than this, but we will anonymise this – that means we will take out your name and anything else that would mean that you could be identified.

CAN YOU SEE THE PERSONAL INFORMATION WE HOLD ABOUT YOU?

Yes. You can contact the researcher about this. Their contact details will be on the Information Sheet that you were given about the research project. You could also email SCRA at inforequest@scra.gov.uk, or write to them at Information Governance, SCRA, Ochil House, Springkerse Business Park, Stirling, FK7 7XE.

WHAT IF I CHANGE MY MIND ABOUT LETTING YOU USE MY INFORMATION?

If you decide you don't want us to use what you have said to us you can get in touch with the researcher using the contact details on the Information Sheet and we will delete everything we have collected from you as part of the research project. You can only do this up to the point where we have written our final report as we can't take information out after this.

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 or write to them at Information Governance, SCRA, Ochil House, Springkerse Business Park, Stirling, FK7 7XE.

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 or at The Information Commissioner's Office – Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF