

**For: People who sign up for
our e-newsletter**

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Author: Stephen Eodanable

Who is SCRA and what is this privacy notice for?

The Scottish Children's Reporter Administration (SCRA) is a national organisation focused on the most at risk children and young people in our society. SCRA has been in operation since 1st April 1996. Our main responsibilities are set out in the [Children's Hearings \(Scotland\) Act 2011](#) and include:

- 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. 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.

Purpose and lawful basis for processing

Our purpose for collecting your email address is so we can provide you with our e-newsletter. We gather analytics information 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.

The lawful basis we rely on for processing your personal information (email address) is your consent under article 6(1)(a) of the UK GDPR.

The lawful basis we rely on for the processing of analytics information is article 6(1)(e) – public task.

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 only share your personal information with a third party if it is lawful to do so. .

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. We rely on your consent to process your personal data (email address) in order to provide you with a copy of the e-newsletter. This means you have the right to withdraw your consent at any time. If you do that, we'll update our records immediately to reflect your wishes and your email address will be deleted from our records and the records held by our website host.

What are your rights?

One of the key objectives of data protection law is to protect and strengthen the rights of individuals in how their personal information is used.

Under data protection law, you have rights including:

- **The right to be informed** – You have the right to be informed about the collection and use of your personal data unless an exception applies.
- **The right of access** - You have the right to ask us for copies of your personal information.
- **The right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **The right to restrict processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **The right to object** - You have the right to object to the processing of your personal information in certain circumstances.
- **The right to not be evaluated on the basis of automated processing** – You have the right not to be subject to a decision based solely on automated processing, including profiling, that produces legal effects which concern you.



Information on all of your rights, including how you can exercise these rights and where exemptions may apply can be found on the Information Commissioner's Office [website](#).

What should you do if you want to withdraw your consent?

On each newsletter we send 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

