

The purpose of this **privacy notice** is to make you aware of how the SCRA will collect and use your personal information when using Magic Notes.

## 1. SCRA use of Magic Notes by Beam

SCRA are using Magic Notes – an Artificial Intelligence (AI) tool – to record interviews with potential witnesses. The recording will generate a transcript and summary of the meeting. This will then be used by a Reporter to prepare a draft witness statement. Any witness statement prepared on your behalf will not be used in court until you are happy with the content and have signed it.'

## 2. How will you be informed when Magic Notes is being used?

You will be told at the outset of your interview if it is being recorded using Magic Notes. If you object to the use of Magic Notes at the start of an interview, then it will not be used. Instead, the SCRA member of staff will take notes during your meeting and thereafter type your witness statement. Please note that typing the statement is likely to take more time.

## 3. How long will your information be kept?

The transcription (i.e written statement) produced using Magic Notes will be reviewed by a member of SCRA staff, extracted and downloaded to the SCRA's case management system. The SCRA will not retain an audio recording of your interview. Your statement will be held until the referred child's 19<sup>th</sup> birthday, unless an exception to our retention policy applies.

After 30 days, your statement (audio and transcription), which is held by Magic Notes and its sub processors, will be deleted.

## 4. Who will we share your statement with?

There are several factors which determine who the SCRA will share your statement with. The Reporter responsible for taking your statement, will be able to provide you with further information about who your statement will be shared with.

If your statement is lodged in court as a production, you will be asked beforehand to review and sign your statement to confirm that it is accurate.

## 5. What can you do if you are unhappy with the way we process the information that you provided for your statement?

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](mailto: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

## **6. Update (notice)**

Our core data protection obligations and commitments are set out in our primary [privacy notices](#).

We may update or revise this privacy notice at any time. If you are reading this as a printed copy, please refer to our [website](#) for the most up to date version.

