

The purpose of this **privacy notice** is to make you aware of how the SCRA will collect and use your personal information when using Beam Notes<sup>1</sup>.

## 1. SCRA use of Beam Notes

Beam Notes - an Artificial Intelligence (AI) tool, is used by the SCRA to record interviews with a witness. The recording will generate a transcription and summary of the meeting.

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

You will be told at the outset of your interview if it is being recorded using Beam Notes. Whilst the legal basis is not consent, the legal basis of public task allows an objection to be made. If you object to the use of Beam Notes at the start of an interview, then it will not be used. Instead, the SCRA member of staff will type your witness statement. Please note that typing the statement is likely to take more time.

## 3. Where do we get your information that is recorded using Beam Notes?

Yourself.

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

The transcription (i.e written statement) produced using Beam 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 one calendar week, you're statement (audio and transcription), which is held by Beam Notes and its sub processors, will be deleted.

## 5. 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.

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<sup>1</sup> Formerly known as Magic Notes

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.

## **6. 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

## **7. 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.

V2.0 – Effective 03/06/2026

