CHILD FRIENDLY PRIVACY NOTICE
Children's Services Partnership –
Children's Services Plan Consultation

Introduction

A Privacy Notice tells you how we use personal information, so you know what happens with it when you give it to us. This is our Child Friendly Privacy Notice about the information we collect about you for the Moray Children's Services Plan Consultation. A more detailed version of this Privacy Notice is online here: www.Moray.gov.uk/PrivacyNotices.

Who we are

We are Moray Council, we offer lots of services to people who live in Moray. We help your school to function, make sure you have a library service and provide care for people who need it. Moray Council are also part of Moray's Children's Services Partnership, who work together to help children, young people and families in Moray.

What we do with your personal data

Personal data, or personal information, is information that can identify you, like your name or address.

Why we are collecting your personal data

The Children's Services Network Team, who work across Moray Council, and the Health & Social Care Partnership (HSCP) would like to ask you questions for the Children's Services Plan.

If you want to take part, you will be asked what you think about Children's Services in Moray, what you feel works well and what could be better so that we can plan better services and improve help for children and young people in Moray. You don't have to take part if you don't want to.

Data Protection Law

We always make sure we follow legal rules when we use your information. The Council does this as part of our public task. We have responsibilities under the Children and Young People (Scotland) Act 2014.

Who we share this personal data with

If we need to, we might share your answers/information about your answers with other Council Services, our Health & Social Care Partnership (HSCP) partner organisations, the Scottish Government or organisations that help us study the answers.

Sometimes in order to do our work, and provide support to you, we have to share your personal data with other Services in the Council, or with your school, or, family or with the Police or fire service. We are careful about how we do this and always follow the rules.

How long we keep your personal data

We only keep it for as long as we need it. Sometimes this might be years. We have a page on our website that tells you how long we keep different types of information: www.moray.gov.uk/RetentionSchedules

We keep information in the UK.

Your rights

You have special rights about what we can do with your information. One of these is the right to know what we do with it (that's what this notice is for).

You also have the right to ask us what information we have about you, if we could stop using it, and, if we could delete it. You can ask us to correct your information if it is wrong. If we cannot do as you ask then we will explain why, which could be because of legal rules.

If you want to ask about your rights, or make sure that we're following the rules, you can ask the Council's Data Protection Officer by sending an email to: IG@moray.gov.uk

If you are not happy with how we have handled your personal data, you can complain to us. You can contact us directly or fill in a form on our website here: www.moray.gov.uk/Complaints or ask someone to do this on your behalf.

You can also make a complaint to the Information Commissioner's Office or ask someone to do this on your behalf. It is their job to make sure that everybody, including the Council, follows the rules and your personal data is properly looked after. You can phone them, write to them or contact them on their website:

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113 Website: https://ico.org.uk/
Online: https://ico.org.uk/make-a-complaint/data-protection-complaints/