CHILD FRIENDLY PRIVACY NOTICE

Children's Services Partnership –
Moray Wellbeing Service for Children and Young Adults

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 Wellbeing Service for Children and Young Adults. A more detailed version of the Privacy Notice is online here: www.Moray.gov.uk/PrivacyNotices. **Scottish Action for Mental Health (SAMH)** provide this Wellbeing Service for the Council, so will collect information from you on our behalf.

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 support children in Moray.

What we do with your personal data

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

Some types of information we need to be extra careful with; this is known as 'special category data'. This could be something like information about your health, or what religion you are.

Why we are collecting your personal data

Personal data will be collected when you take part in the Moray Wellbeing Service for Children and Young Adults so that we can get in touch with you and your family as part of this family support service.

Personal data about you that we collect from other people

We (the Council), or SAMH might collect information about you from someone else, such as your doctor, someone at your school, or a family member if they have made a referral about you to SAMH so that you can take part in the Wellbeing Service.

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 Getting It Right For Every Child (GIRFEC), the Children and Young People (Scotland) Act 2014 and the Local Government (Scotland) Act 2003. The Moray Wellbeing Service for Children and Young Adults has been set up to help us meet our duties under our public task; to promote and improve the well-being of people within Moray. To help us improve your well-being, the

Wellbeing Service may ask for extra personal information, like about your health – this type of information is called 'special category data'.

Who we share this personal data with

Your personal data will be shared with SAMH who will be providing the Moray Wellbeing Service for Children and Young Adults for the Council. We make sure that they process your personal data correctly through our contract with them. More information about SAMH, including their Privacy Policy, is available on their website here: https://www.samh.org.uk/information/privacy-cookies

We also share numerical information with Scottish Government about the Wellbeing Service, we don't share any information with them that could identify you.

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 data 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 data: http://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/