

Privacy statement for staff

This privacy notice tells you what Children's Hearings Scotland (CHS) does with the personal data that you provide. This notice is for the information of staff employed directly by CHS. If you are a volunteer, or a member of the public, further information can be found on the CHS website and the Community Hub. If you are a secondee, please refer to your original employer's privacy statement. If you are currently employed through an agency, please refer to the agency's privacy notice.

Some key phrases

Personal Data: this is any piece of data that either by itself or when taken with another piece of data makes you identifiable. It can be in any format.

Data Controller: this is the organisation or authority that takes ultimate responsibility for the data you provide. They can ask other parties to help process it, but they are responsible for ensuring that it is securely and properly managed.

Data Processor: this is any third party or agency that is brought in to process data on behalf of the Data Controller.

Data Subject: this is you, the person that the data is about.

1. Who is the Data Controller?

Children's Hearings Scotland (CHS) is the Data Controller for the data we hold about you. This means that once you have provided us with the information listed in the next section, CHS is ultimately responsible for ensuring its security, who sees it, where it goes, and when and how it is destroyed. Where you see "we," or "us," it refers to CHS as the Data Controller.

2. What information do we collect from you?

Personal data refers to any piece of information about you which makes you identifiable. It can be in any format, digital or paper, and may be held in an internal system or in unstructured documents.

Employment

During your recruitment process you will be asked to provide the following types of personal data:

- Name
- Contact information (postal and email addresses, phone numbers)

- Education history (including relevant certificates or transcripts)
- Details of family circumstances (next of kin, their contact information)
- Employment history
- Financial details (bank account information for salary payment)
- Criminal history
- Gender

Whilst you are employed at CHS, this information will be maintained. You are expected to keep some of this information up to date, such as your contact information and next of kin. CHS may also create and maintain further details including the following types of personal information:

- Personal development plans
- Audio visual materials produced on behalf of CHS
- Images for identification (building passes, Teams profile picture, staff list on CHS website)
- Name on authored published documents

Special Categories of data

We also gather more sensitive types of information on staff, including in some of the categories listed above. These types are called Special Categories of data, and may include:

- Race and ethnic origin
- Religious or philosophical belief
- Sexual orientation
- Physical health
- Mental health
- Trade Union membership
- Political opinions
- Biometric data

When you are asked to provide data falling into these categories, it will be made clear whether it is a requirement or optional. Where you provide these pieces of information, additional safety measures are put in place to protect them. Under data protection law you have particular rights concerning the processing of your personal data. You can find out more in our [‘Your Rights’ document](#).

Where information is provided in a digital format, it is stored on CHS’ IT system, ‘CSAS’. When information is provided in a paper format, it will be digitised (scanned), and moved into this system. Information can also be created through use of email and Microsoft Teams, which is managed by CHS. We do not hold paper documentation for long periods of time and once they have been digitised, they are destroyed in an appropriate manner. Where information is held by anyone other than CHS, such as partners or IT providers, we have contracts in place to ensure that they store all information in a secure manner that meets our very high standards.

3. Why do we collect this data, and what do we do with it?

CHS has to have a legal basis for processing your information, and as an employer, and as a Public Authority, CHS is required by law to maintain certain data and report on other types. Most of your personal data is processed under the necessity for performance of your contract with CHS. Some of your personal data is processed where necessary for compliance with employment law obligations.

Wherever we process special category personal data (see section 2) it will either be with your explicit consent or where necessary for carrying out obligations under employment law.

4. Who do we share this information with?

In order to meet our obligations to you we will, from time to time, share your information with selected partners. We will only share your data when there is a legal requirement to do so, and all partners and processing agencies are carefully vetted to ensure that they are compliant with the UK General Data Protection Regulation (UK GDPR) as well. Where possible, we sign *Data Processing Contracts* with them that carefully spell out what data will be shared, for what purpose and for how long. These agreements ensure that our partners process your data securely, and only for the purposes that we have requested.

We share your information with IT and Communications service providers. This is to enable them to provide IT and communications systems for CHS.

CHS uses Microsoft Office 365 to provide the Community Hub, CSAS, and communications services. Microsoft complies with the UK Extension to the EU-U.S. [Data privacy framework](#), a certification programme that ensures that participants based in the United States (and all of their subsidiary and partner businesses) are following UK and EU regulations when it comes to the security of personal data.

We share your information with National and Local Government agencies and partners. This is to ensure security measures are in place, and that you are able to fulfil the requirements of your contract.

As an example, CHS provides your personal data to the Scottish Government IT team to assign you a secure email address and allow you access to the required systems. We will also give your information to Disclosure Scotland, to allow them to check that you are allowed to work with children, young people, and vulnerable groups. The Scottish Children's Reporter Administration (SCRA) requires access to some of your data to provide HR and payroll services and support. We also share your information with our selected pension provider, but you can 'opt-out'.

We share your information with training providers when necessary. This is to make sure that you have adequate training materials, practice opportunities and support.

CHS offers some mandatory training through our partners at West Lothian College, and occasionally through other external partners. You may also have additional training through other programmes and partners approved by your line manager. CHS may be obliged to share your details to confirm completion or support you in any training you undertake whilst employed at CHS.

5. How long do we keep hold of your information?

We only keep information for as long as it is needed. For the majority of your data, this means that we destroy it after a specific period of time. There are some pieces of information that we must keep permanently, for either business continuity or historical value.

CHS operates a [Retention and Disposal Schedule](#) that shows exactly how long we can keep different types of information. This document also explains how we destroy different types of information, and the reason for processing the information in this way.

6. Further Information and Complaints

Data Protection Officer

If you would like further information on how we handle personal data, to ask a question, share a concern about how your data is handled, or make a data protection complaint, you can contact our Data Protection Officer.

Danielle Metcalfe
information@chs.gov.scot
T: 0131 460 9569
3rd Floor
Thistle House
91 Haymarket Terrace
Edinburgh
EH12 5HE

Information Commissioner's Office (ICO)

If you feel that CHS has mishandled your information to an extent that cannot be adequately investigated or resolved 'in house' you can always contact the Information Commissioner directly.

To report the organisation, or register a concern about how your data has been managed, you can use the ICO's web forms: <https://ico.org.uk/make-a-complaint/>

For advice on data protection and your rights, you can send all queries to:
Information Access Team



Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Or call them on: 0303 123 1113