

# Privacy Notice – version for children



## Who are we?

We are Children’s Hearings Scotland (CHS). We train volunteers to become Panel Members at children’s hearings.

We are responsible for your data.



## What is ‘personal data’?

Personal data is information about you, for example:

- Your name
- Your date of birth
- Your gender
- Your address
- Your phone number
- Your email address
- Your school

Personal data can also mean something more personal to you:

- Your opinions
- Your views
- Your experience of the children’s hearing system

When you participate with CHS, we might ask you, for example, for your:

- Name
- Email address
- Gender
- Local council area
- Views and opinions
- Care experience

Some projects might ask you for more details. Others might ask for fewer – it depends on each project.

And then there are also projects where we ask for personal data first, and then we make the data anonymous.



## What is 'anonymous data'?

Anonymous data is information about a person (for example you) but we don't know anything about that person. We do not know their name, address, date of birth, gender, and other things – there is no clue to tell us who that person is.

For example: each child in a classroom ticks 'yes' or 'no' on a piece of paper whether they like pizza or not. That would be anonymous data because we cannot match the opinion to each child. So anonymous data is also the opposite of personal data.



## Why are you collecting my data?

We collect your data for specific projects at CHS, like Voicebank.

We collect your data so we can

- plan things
- send you information or invitations
- collect answers
- analyse your answers
- present our results at CHS and to other organisations

CHS supports the Panel Members who sit on children's hearings. Your data, especially your opinions, help Panel Members to become better volunteers. And better Panel Members support children better at children's hearings.

So in the end, your data can help other infants, children, and young people.



## Will people know what I have answered?

This depends if the data we have about you is anonymous or not.

If your data is anonymous, that means that

- people cannot check who has said what
- your identity is protected
- the data we have about you is safer

If your data is personal (not anonymous), that means that

- people can see who has said what
- we need to put extra protections in place for your data

In general, CHS prefers to get your data in an anonymous way. It is better for you and better for us.

When we ask for your data, we will make it clear to you if it is anonymous or not. And if you are still not sure, contact us. It is your decision and your right to know.



## How do you get my data?

We get your data from you. You decide if you want to give us your data. You decide if you give us your consent to use it or not.



## Do you need my parents' or legal guardian's consent?

It depends how old you are.

If you are aged 11 or younger, we need consent from your parent or legal guardian.

If you are aged 12 or older, you can give your own consent, and we do not need consent from your parent or legal guardian. But we still think you should tell them about taking part.



## Where is my data?

We keep your data on websites and computer systems that we have checked for their security.



## Who can see my data?

Only people at CHS who work on projects with children and young people (like Voicebank) can see your data. Other people in other teams cannot see your data.



## Who do you share my data with?

We share your data with IT and software companies so we can do our jobs and work with you. We have checked them for their security. We do not share your data with other organisations.

When we have your views and opinions, we prefer to make them anonymous first. Then we will analyse them and we may share them widely. This means that we might write reports and articles, and give presentations when talking about our work at CHS.



## How long do you keep my data?

We keep your personal data until

- we do not need it anymore, or
- the law tells us we can delete it, or
- you tell us to delete it.

The views and opinions that you share with us will normally be made anonymous. We keep the anonymous version up to 1 year. Once we have published or presented something, we then delete the anonymous version of your views and opinions.



## What are my rights?

You have the same rights as grown-ups. You can ask us

- what personal data we have about you
- for a copy of your personal data
- to correct your personal data if it is incorrect
- to delete your personal data
- to pause using your personal data

If your data is anonymous, we cannot match your data (for example your opinions) with your identity.



## What if I have more questions about my personal data?

If you have more questions about your personal data, you can send an email to [information@chs.gov.uk](mailto:information@chs.gov.uk)

We also have a person at CHS who is responsible for personal data. Their job title is 'Data Protection Officer' and here are their contact details:

Danielle Metcalfe

[information@chs.gov.scot](mailto:information@chs.gov.scot)

Telephone: 0131 460 9569

3rd Floor

Thistle House

91 Haymarket Terrace

Edinburgh

EH12 5HE



## What if I am worried about my personal data and want to make a complaint?

If you think CHS does not do a good job with your personal data, you have 2 choices:

1. You can either make a data protection complaint to CHS and email [information@chs.gov.scot](mailto:information@chs.gov.scot)
2. Or you can contact the Information Commissioner's Office (ICO). The ICO are the main organisation in the UK that deals with personal data.

The ICO have their contact details on their webpage '[Make a complaint](#)'. The website is not written for children and young people. Our suggestion: if you want to write to them, ask a grownup to support you with this.

You can also write to them:

Information Commissioner's Office  
Wycliffe House  
4 Water Lane  
Wilmslow  
SK9 5AF



### Other version

You can also read the '[Privacy Statement for individuals with lived experience](#)'.