

Information Sharing Charter

This charter is for children, young people, parents and carers. The charter explains how you can expect information about you/your child to be managed and aims to make your rights easier to understand.

Getting it right for every child (GIRFEC) is Scotland's framework for promoting, supporting, and safeguarding the wellbeing of children and young people. GIRFEC puts the rights of the child at the heart of good practice, including the right to privacy.

We need some information about you/your child so that we can provide a service (e.g. so that we contact you) and so that we can support your child's wellbeing.

The UK General Data Protection Regulation (GDPR) sets out how services (e.g. schools, health services and voluntary services) must manage information. More information can be found at [Home | ICO](#).

1. We will tell you what we are doing with your information and why.
2. We will not put you under pressure to agree to share information. We will tell you what information we need to provide a service.
3. When you engage with our service, we will be clear about what information sharing will be necessary, with whom, why and what will be done with the information.
4. You have a right to ask if we hold information about you or your child, what we use it for, to be given a copy of that information and to be told who the information has been shared with.
5. We will not share information about you or your child further, or use it for anything that we have not told you about, unless there is a law that says we have to, for example if we are concerned that a child may be at risk of harm. If we have to share information without your agreement, we will only share the minimum needed.
6. We will keep information about you and your child accurate and up to date for as long as necessary.
7. If you don't agree with information that we hold about you or your child, you have the right to tell us and ask for it to be changed or deleted. We will explain what happens next. If you are not happy with the outcome you can complain to the Information Commissioner's Office ([Make a complaint | ICO](#)).
8. We store and process information about you/your child securely and protect it from being accessed, used, lost or damaged when it shouldn't be.
9. We have a schedule that sets out how long we can keep information before we have to delete or destroy it.
10. You can find more detail on how and why we keep, use and share information about you/your child in our privacy notice.
11. If you think information about you/your child has not been managed correctly, you can tell us. If you're unhappy with our response or if you need advice, you can contact the Information Commissioner's Office ([Your personal information concerns | ICO](#)).