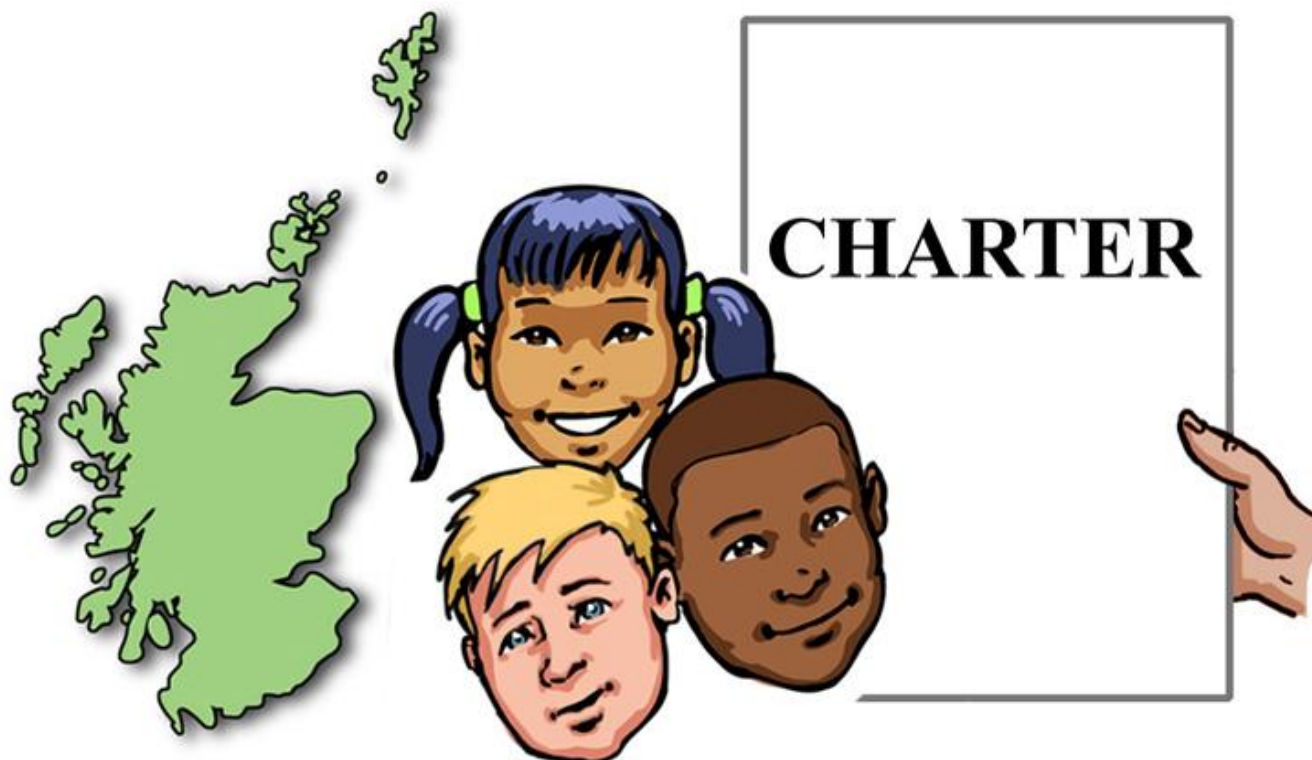
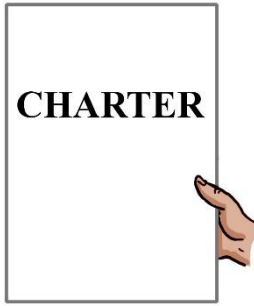


# Getting it right for every child (GIRFEC) Information Sharing Charter



Easy Read version



A charter is a document that sets out how this organisation will work with you. This charter is for children, young people, parents and carers. A child/young person is an individual who is not 18 yet.



This charter says how information should be managed. It aims to make your rights easier to understand.



Getting it right for every child (GIRFEC) is Scotland's plan for the wellbeing of children and young people. GIRFEC puts the rights of the child at the centre of plans.



We need some information so that we can provide a service and contact you. We will be able to support your child's wellbeing.

Data Protection law says how services must manage information.



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. We will be clear about what information we need to share.



4. You have a right to ask if we have information about you or your child. You have a right to ask what we use it for and to be given a copy.



5. We will not share information about you or your child outside of the ways explained here. We will only do this if we are concerned that a child may be at risk of harm.



6. We will keep information about you and your child correct and up to date.



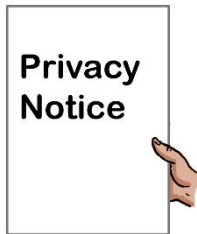
7. If you do not agree with information we have you can tell us and ask for it to be changed or deleted. We will explain what happens next. If you are not happy with the outcome you can complain to the Information Commissioner's Office.



8. We keep information about you/your child safe.



9. We have a rule about how long we can keep information.



10. You can find more information in our privacy notice.



11. If you think information is not managed correctly, you can tell us. If you are unhappy with our reply or if you need advice, contact the Information Commissioner's Office:



Telephone: 0303 123 1115

Email: [Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)

Website: <https://ico.org.uk/global/contact-us/>