



## **PROTECTING YOUR INFORMATION**

### **Accessing the Stand Up For Siblings website**

The Stand Up For Siblings website is maintained by the Scottish Children's Reporter Administration (SCRA). This means that any information you provide about yourself or others will be held by SCRA. Under data protection law, SCRA must safeguard the information which it holds about you and other people.

SCRA is committed to protecting your privacy when you visit the Stand Up For Siblings website. When you visit the site, you do not have to give us any information about yourself. If you choose to provide a message (for example to request advice), SCRA will pass your message onto the Stand Up For Siblings member who will be best able to advise you. If in your message you disclose actual or risk of harm to yourself or any other person, SCRA will inform the relevant child protection or justice agency.

If you chose to provide information about yourself or others; this information will be held by SCRA for a maximum of four weeks before being deleted. During the time the information is held by SCRA it is protected from public access and can only be viewed by authorised personnel.

When someone visits the Stand Up For Siblings website SCRA will collect standard internet log information and details of visitor behaviour patterns. We collect this information in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting the Stand Up For Siblings website.

### **Protecting your information and privacy**

SCRA is committed to protecting the privacy of individuals and our duty of confidentiality to them. This means that we must comply with laws protecting individual's rights and privacy. SCRA is a data controller under the terms of date protection legislation and is registered with the Information Commissioner's Office (ICO). The gathering, storage, use, release and disposal of personal information is regulated by data protection legislation. SCRA has policies and guidance on data protection and records management. These can be accessed [here](#).

SCRA may disclose information it holds to other child protection and justice agencies as and when required, however this will be done only in line with our statutory responsibilities, if required by law and if there is a reasonable and justifiable purpose for sharing the information such as to protect and defend the rights of an individual.

For more information on data protection and SCRA, including how to make a request for a copy of the information we hold on you – please go to the Data Protection page on SCRA's [website](#).

For more information on data protection, please visit the ICO's [website](#).