

getting
it right
for every child
in **Moray**

DATA PROTECTION ACT 1998

Information for Professionals

The **Data Protection Act 1998** is the law which governs the collection and use of personal information. The key points are:

- Information collected is recorded appropriately on computer, stored securely and processed automatically for the purposes of determining care and support needs
- Information should be shared as outlined in the Pan Grampian Information Sharing Protocol
- Information is controlled by the **Data Controller** (1) fairly and lawfully and in line with the principles of the Data Protection Act 1998
- Information must be relevant, not excessive and proportionate to the purpose for which it is being processed
- Information must be kept only for as long as is necessary
- Information kept must be accurate and up-to-date. You must notify the Data Controller (1) of any changes to information recorded in the Integrated Assessment Record as soon as possible
- Service Users have a right to ask to access their personal information. This is called a **Subject Access Request** (2) and must be received in writing
- Service Users should be made aware at the earliest opportunity who their Data Controller will be

1. *The Data Controller is The Moray Council. The nominated representative is the Head of ICT Services*
2. *Subject Access Requests must be directed to the PPR and Communications Officer*