

getting  
it right  
for every child  
in Moray

**DATA PROTECTION ACT 1998**

**Information for Parents/Carers/Legal Representatives**

The **Data Protection Act 1998** is a law about how personal information is kept, what happens to it, who it can be shared with and how you can find what information is kept about you and your child. The key points are:

- Information about your child is collected to enable us to work together effectively with other professionals to assess your child's needs, plan appropriate support, and to help keep him/her safe
- Information is kept in a file personal to your child and recorded on computer
- Information is kept by the **Data Controller** (1) and this is processed in line with the Data Protection Act 1998
- Information is kept securely, and only for as long as it is necessary
- Information is relevant and proportionate to the purpose for which it is being collected
- Information has to be correct and up-to-date. Please notify the Data Controller (1) of any changes to the information given when the Integrated Assessment Record was first completed
- You have a right to ask for access to any personal information held about you or your child. This is called a **Subject Access Request** (2). If you wish to do this, you must notify us in writing.

1. *The Data Controller is The Moray Council. The Head of ICT Services is the person to contact for The Moray Council.*
2. *If you want to make a Subject Access Request, the person to contact for The Moray Council is the PPR and Communications Officer.*

*The Lead Professional can help you get in touch with these people.*

