

getting
it right
for every child
in Moray

DATA PROTECTION ACT 1998

Information for Young People

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 out about this. The main parts of this law are:

- Information about you is collected to find out what help you need, how we can support you, how we can get other people to support you and how we can help to keep you safe
- Information is written down and kept in your personal file, and recorded on a computer file
- To make sure the law is followed, information is kept by the **Data Controller** (1)
- Information is kept safely, and only for as long as it is needed
- We don't need to have every detail about your life. We only need the right amount of information to help us make a plan to support you
- Information has to be correct and up-to-date, so if anything changes from when you were first asked about your life, you must let us know
- You have a right to ask to see what information is being held about you. This is called a **Subject Access Request** (2). You must ask for this in a letter

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.*

Your worker can help you get in touch with these people.

