

getting
it right
for every child
in Moray

DATA PROTECTION ACT 1998

Information for Children

The **Data Protection Act 1998** is a law about how information about you is kept, what happens to it, who sees it and how you can find out more. The main parts of this law are:

- We ask for information about you to find out what help you need so that we can help you and your family and try to keep you safe
- We write down this and keep it in a file with your name on it. This might also be kept on computer
- This law is followed by the **Data Controller** (1)
- We keep your information safe and we only keep it as long as we need it
- We don't need to know every single thing about you. We only need the right amount of information to help us make a plan to help you
- We have to make sure that the things we know about you are right, so tell us if anything changes in your life
- You have a right to ask what information we keep about you. This is called a **Subject Access Request** (2). If you want to see this, just write to us.

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.