

safeguarders
panel

Safeguarders and Data Copyright Management 1st



Safeguarders are Data Controllers

- Due to the nature of the role and the personal and sensitive data handled.
- Required to register as Data Controllers with the

Information Commissioner's Office (ICO) (the UK's independent body set up to uphold information rights) by
Open Rights Foundation 1st
1st May 2017.

- To comply with the Data Protection Act 1998 (DPA 1998) (which establishes the rights and duties of individuals and organisations in relation to data management), Practice Standards for safeguarders and condition of appointment.

Data storage

- Encrypted memory sticks provided by the Scottish Government *must* be used for electronic data.
- Electronic data *must not* be stored anywhere else.

There are two different memory sticks available: one that is compatible with Windows and that is encrypted and one that is compatible with Apple that safeguarders must encrypt.

- Physical data *must* be securely stored.
- Electronic and physical data *must* be securely destroyed.

Secure email

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- If email is used, it *must* be secure.



To comply with the DPA 1998, Practice Standards
for Safeguards and Condition of Appointment. **ST**

- SCRA's policy is that reports sent by unsecure email will not be accepted.



Privacy Notices

- Informs people of the following:-
 - who you are;
 - how you will use the information given to you;
 - their report may be subject to report sampling for the purposes of monitoring;

Copyright Children 1st
any other parent information; how people can access their information.

- Can be verbal or in writing (good practice suggests should be in writing).
- The ICO has issued a privacy notice code of practice.
- The ICO recommends the use of Privacy Notices.

Maintaining confidentiality

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- Safeguarders *must* type and make all communications (including reports) themselves;

- No third parties can be given access to any physical or electronic data other than the person whose data it is;
- Safeguarders have duties if they experience a data breach.



Miscellaneous

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- The Safeguarders Panel Team is bound by Children 1st's policies, the Safeguarders Panel policies and data protection legislation.

The Children's Hearings (Scotland) Act 2011 (Safeguarders Panel Amendment Regulations 2016) commenced on 25th April 2016. These require SCRA to provide safeguarders' reports at the request of Scottish Ministers. Ministers may request such reports to assist them with monitoring safeguarders' performance, the investigation of complaints against a safeguarder or auditing of fees, expenses and allowances.

Support for safeguarders

- Practice Standards for Safeguarders;
- Data Management Policy & Guidance;
- Appendix A of the Appointment letter;



- The safeguarder information leaflet;

Childline
The Safeguarders Panel Team are always happy to provide support and practical advice:-

- safeguarderspanel@children1st.org.uk
- 0345 60 44 296
- ICO
- www.ico.org.uk
- ICO training is offered to all safeguarders