

Forth Valley Bairns' Hoose Project Privacy Notice

NHS Forth Valley is the Lead Organisation within the Forth Valley Bairns' Hoose Project. We are working in partnership with Stirling, Falkirk and Clackmannanshire Councils, Police Scotland and Children First to explore the feasibility of developing a Bairns' Hoose service in the area.

To achieve this, we need to collect, store, use, share and dispose of personal data.

When we collect personal data, we must explain why we need it and what we will do with it. This is called a privacy notice.

You can access NHS Forth Valley's privacy notice here: [NHS Forth Valley – Children's Privacy Notice](#)

You can find more detailed information about our partners' privacy notices here:

- Children First: [Privacy policy | Children First](#)
- Clackmannanshire Council: [Data Protection Statement](#)
- Falkirk Council: [Privacy | Falkirk Council](#)
- Stirling Council: [Privacy statement | Stirling Council](#)
- Police Scotland: [Privacy Notice - Protection and Wellbeing - Police Scotland](#)

Data collection:

The personal data we collect during the project might be on paper, over the phone, email, or face-to-face by a member of our project team. This information might include your name, age, school, local authority, telephone number, email address and views on current services you have accessed in Forth Valley. We may ask your permission to take audio only recordings of discussions. You do not need to agree to this if you don't want to. If you do, these recordings will only be used to help our researcher write their final report.

When we collect and process your personal information, we are committed to the principles set out in our data protection laws.

Those principles make sure that:

- We explain why we need specific types of information and what we will do with it
- We only collect the information we need to undertake the participant study
- We make sure the participant information is accurate
- We do not keep your information longer than we need to
- We do not use your information for any other purpose outwith the completion of the study
- We keep your personal information secure

Categories of personal data:

During your participation in the study, we will gather personal data such as your name, age and school, however this will not be shared with anyone outside of the project group and will not be included within the final project report.

Any special data you decide to share during your discussion with Children First such as political opinions, sexual orientation or information about your personal health will not be shared within the final project report.

In some circumstances it may be necessary to share your personal information to protect you from harm or injury, to prevent and detect crime or to comply with legal orders. This could include speaking with Social Work and/or Police. Any decision to share information without speaking to you or your parent or carer first will be made by a senior member of staff and the reasons for the decisions to do this will be recorded.

Purpose of processing personal data:

The purpose of obtaining your views is to help Forth Valley Partnership understand what a Bairns' Hoose might look like in our area and the kind of support required following an incident of harm.

How we keep your information safe:

Your information is private and both Forth Valley Partnership and Children First have a duty to keep it safe. All your information will be processed and stored on secure IT systems. Only people involved in the project will have access this information.

How long will Children First and NHS Forth Valley keep your information:

Children First will retain a copy of your participant consent form for 3 years following completion of the project. All identifiable information such as your name, date of birth and telephone number will be removed from the final project report on 25 April 2025.

In certain circumstances, we might have to keep records for longer periods, either for 25 or 100 years. If this applies to you, we will let you know and explain why we have to keep this information for so long.

Subject Rights

The Right to be informed:

As a participant within the study, you have the right to know how we hold your personal information. We use different ways to explain this:

- This Data Protection Privacy Notice
- Participant study flyers and consent forms
- Discussions with staff involved in the participant study

The Right of Access:

You have the right to access any personal information we collect about you during the participant study.

This right includes making you aware of what information we will collect and that the information will used fairly and legally. If you have any questions, you can contact Children First at

infogov@children1st.org.uk or NHS Forth Valley at fv.informationgovernance@nhs.scot or by phone on 01786 457313.