**Scottish Child Abuse Inquiry**

 PO Box 24202; Edinburgh EH3 1JN

 e-mail: talktous@childabuseinquiry.scot

**Application form to give evidence to the Inquiry**

Thank you for offering to help the Scottish Child Abuse Inquiry by giving evidence to us.

Please complete this form if you want to tell us something positive about having been a child in care in Scotland.

If you have a problem answering any of the questions in the form, or if you find completing it difficult, please don’t worry. You can speak to a member of our witness support team who can fill in the form on your behalf.

When we receive your application form we will contact you to let you know we are looking at it.

**Your personal details:**

1. Current surname:
2. First name(s):
3. Name you usually use:
4. Surname as a child (for example, maiden name):
5. Date of birth:
6. Place of birth:
7. Postal address:
8. Best phone number to contact you on:
9. Email address:
10. Do you have a preferred way of being contacted by us?

[ ]  Phone

[ ]  Email

[ ]  Post

1. If we can contact you by phone:

 (a) is there a specific time, or specific day that you would prefer?

 (b) can we leave a short message on your answerphone?

**Positive experience of care:**

1. Where did your positive experience(s) of care occur?
2. If you were in foster care, please tell us, if you can, the name of your foster parents, the address of your foster home and/or the local authority that placed you there.

 **Where in care When (years or age)**

1.
2.

1.
2.

**Any other information:**

1. Is there any other information you want to give us in connection with your application?

Date you filled in this form:

**Send completed forms:**

* by post to: SCAI, PO Box 24202, Edinburgh EH3 1JN
* by email to: talktous@childabuseinquiry.scot

**For more information or help with the form, contact our witness support team:**

* by phone on 0800 092 9300
* by email to talktous@childabuseinquiry.scot

**PRIVACY NOTICE**

This notice explains how we collect and handle your personal data.

We are an independent public inquiry and we exercise statutory functions under the Inquiries Act 2005, in the public interest. We investigate the abuse of children in residential and foster care and we will publish a report or reports. We need to process personal data to enable us to carry out our work.

We explain in this notice in general terms how we collect and handle personal data.

**How we collect personal data**

When someone visits our website we collect information to measure the use of the website. We do not collect information that identifies anyone. Further information is provided on our website:

<https://www.childabuseinquiry.scot/terms-and-conditions/>

If you contact us by telephone, email or letter, or if you use the contact form on our website, we will retain the personal data which you provide to us.

We also recover records from a range of sources, including providers of care, local authorities, the police and the Scottish Government.

**What sort of data we collect**

We collectdata about children in care, data about commission of acts or omissions that constitute abuse and data about the impact of abuse. We also collect and retain contact details.

The records that we recover might include personal data. The records might also include sensitive personal data, relating to criminal convictions, offences, or a person’s sex life or sexual orientation.

**How personal data is held**

We keep your personal data secure and only share it with those who need to see it.

Personal data is held in secure encrypted electronic storage systems that are only accessible by members of the Inquiry team. Any hard copy information is held in secure conditions within premises to which members of the public do not have access.

All personal data we receive is handled fairly and lawfully in line with data protection legislation.

**Who will personal data be shared with**

We may have to disclose personal data, on a confidential basis, to organisations which provided residential care or people named as abusers, to organisations which hold records which could assist the Inquiry with its investigations, to experts or to the police.

**Data controller**

The Secretary to the Inquiry is our “data controller”. This means that she is responsible in law for all our information - how it is held and how it is used or destroyed.

Each year the Inquiry registers with the Information Commissioner – who supervises the Data Protection Act in the UK. A copy of our current registration certificate is available here: <https://www.childabuseinquiry.scot/key-documents/ico-registration/>.

**Data retention**

If you contact us by telephone, email or letter during the Inquiry, we will retain the personal data which you provide to us. We will do so solely to enable us to carry out our work. We will generally retain information for the duration of the Inquiry.

We are required to transmit certain records, including personal and sensitive personal data, to the Keeper of the Records of Scotland at the end of the Inquiry.

**The legal basis for processing personal data**

We process personal data lawfully in compliance with the General Data Protection Regulation (‘GDPR’) and all other UK data protection legislation.

*Personal data*

Personal data is processed because the processing is necessary to enable us to carry out our work, which is a task carried out in the public interest.

*Sensitive personal data*

Sensitive personal data is processed because the processing is necessary for reasons of substantial public interest, and because processing is necessary for the exercise of a statutory function, in this case the Chair’s functions under the Inquiries Act 2005.

**Your personal data**

We process personal data that we hold as a result of or for the purposes of our investigations for special purposes, and so we do not need to tell you that we are processing your personal data and we do not need to give you access to it.

**Contact and complaints**

If you wish to contact us about the terms of this privacy notice, please write to information@childabuseinquiry.scot

If you wish to make a complaint about how the Inquiry has handled your personal data, you can contact the Information Commissioner’s Office online at: <https://ico.org.uk/concerns/getting/> , by calling their helpline on 0303 123 1113 or by writing to them:

UK Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF