

## Privacy notice

### Easy Read

#### About this document

This is Easy Read information.

You can find other information on our website:

[www.childabuseinquiry.scot](http://www.childabuseinquiry.scot)

A friend, family member, or support person may be able to help you read this document.

## What this document is about

### Privacy notice

This notice explains our approach to collecting and handling your personal data.

We are an independent public inquiry and we exercise statutory functions under the Inquiries Act 2005, in the public interest. Our [Terms of Reference](#) require us to investigate the nature and extent of abuse of children in residential care in Scotland.

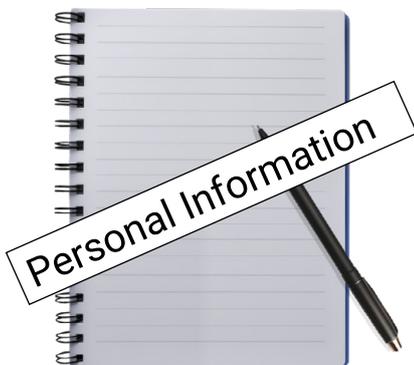
We publish various documents relating to our investigations and findings, and sometimes these may include some personal data. We need to process personal data to enable us to carry out our work.

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

Published on 14 January 2026.

This document is Easy Read information about the Scottish Child Abuse Inquiry's privacy notice.

## What this privacy notice tells you



- The sort of personal information the Scottish Child Abuse Inquiry collects.
- How we collect your personal information.
- How we use your personal information.



- How we look after your personal information.



- Who we might share your personal information with.



**Rights**

- Information about your rights.

# What is the Scottish Child Abuse Inquiry?



- The Scottish Child Abuse Inquiry is a public inquiry.
- Sometimes we call it 'the Inquiry' or 'SCAI'.



- The Inquiry is an official investigation into the abuse of children in care in Scotland.

## Terms of Reference

[Home](#) | [About](#) | [Terms of Reference](#)

The overall aim and purpose of this Inquiry is to raise public awareness of the abuse of children in care, particularly during the period covered by the Inquiry. It will provide an opportunity for public acknowledgement of the suffering of those children and a forum for validation of their experience and testimony.

The Terms of Reference set out the matters the Inquiry must consider, we cannot look at anything outwith these. The Terms set out the Inquiry's timescale and require it to make recommendations.

- The details of what we have to investigate are in our [Terms of Reference](#).



- When we carry out this work, we need to collect, hold, and use personal information.
- Collecting, holding, and using personal information is called 'processing' personal information.

## What sort of personal information does the Inquiry process?



Personal information is information which may show who you are.

Personal information is also known as personal data.

The personal information we process includes:



- name and date of birth



- place of birth



- contact details



- information about family members



- information about people being in residential care when they were children



- information about people being abused in residential care when they were children



- information about how this abuse has affected people's lives after leaving care.

The Inquiry may also process other special types of personal information such as:



- information on someone's health or disabilities



- information on someone's race or ethnic background



- information on someone's criminal convictions.

## How we process personal information



The Inquiry processes personal information in different ways.

We will keep any personal information you give us if you contact us by:



- telephone



- email



- letter

**Contact us**

Nature of your enquiry  
- Select a value -

First name  Last name   
Add first name here Add last name here

Email address   
Add email address here example@domain.com

Message

- using the [contact form](#) on our website.

We will keep any personal information you give us if you are deaf or hard of hearing, and contact us through:



- the Relay UK service – [How to use Relay UK \(relayuk.bt.com\)](https://www.relayuk.bt.com)
- an online BSL interpreter – [Contact Scotland \(contactsotland-bsl.org\)](https://www.contactsotland-bsl.org)



We may use your personal information to contact you about our work and to help us with our investigations.



We may contact you to ask you to speak to the Inquiry. If we do, we will keep any personal information you give us to help us with our work.



If you give evidence to the Inquiry by giving us a statement about the abuse of children in care or by speaking at one of our public hearings, we will keep any personal information which is included in what you tell us.





Crown Office and  
Procurator Fiscal  
Service

- the Crown Office and Procurator Fiscal Service



- the Scottish Government.



These records and documents might contain personal information. We will use that information to help us with our work.

## How we look after your personal information



**Login**

Please enter your email and password to log in

Email:

Password:

Remember Me [Forgot password?](#)

**LOGIN**



The Inquiry keeps your personal information secure and safe on our computer systems and in our office. We only share it with people who need to see it.

## Sharing your personal information



The Inquiry might need to share your personal information with other people or organisations. This is because we need to be fair to everyone.

We may share your personal information with:



- organisations that provided residential care for children



- people who are said to have abused children in care



- organisations that hold documents that could help the Inquiry with its investigations



- experts who write reports to help us with our work



- the police.



We will only share your information with others confidentially. This usually means that they must not tell anyone else about it or share it with them in any way.



The laws which apply to the Inquiry mean that we may need to publish personal information.



**Information**

We are very careful about what information is published.

We will only publish personal information if we need to.



Some people are allowed to have their identities protected.



This means that we do not publish their name or other personal information which shows who they are.



## The laws



When organisations such as the Inquiry hold personal information, there are certain data protection laws they have to follow.



Data protection laws allow organisations to process personal information in various circumstances.

The Inquiry processes personal information because:



- it has to do so as part of work which is important to the public
- it has to do so to do that work properly
- the law requires or allows it to do so.



The Inquiry has a data controller. This person is in charge of making sure the Inquiry processes personal information fairly and follows the law.

## How long do we keep personal information?

**Scottish Child  
Abuse Inquiry**

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When we collect personal information, we only keep it long enough to allow us to carry out our work.

We will usually keep this information until our work is finished.



At the end of the Inquiry, we have to pass many of the documents and records we hold to the Keeper of the Records of Scotland.



The Keeper is in charge of making sure important documents and records are looked after properly.

The documents and records we pass to the Keeper include personal information.

## What are your rights?



You have the right to:

- ask to see any of your personal information the Inquiry holds



- ask us to correct your personal information if it is wrong



- ask us to stop or limit processing your personal information



- ask us to delete your personal information.



We will consider your request very carefully.



But sometimes the law means we can't agree to do what you ask.

## How to contact us



If you have any questions about this Easy Read information, please contact [SCAIdataprotection@childabuseinquiry.scot](mailto:SCAIdataprotection@childabuseinquiry.scot)

Or contact the Witness Support Team:



- by phone on 0800 0928 300



- by e-mail at [talktous@childabuseinquiry.scot](mailto:talktous@childabuseinquiry.scot)



- by writing to us at  
SCAI  
PO Box 24202  
Edinburgh EH3 1JN

## Complaints



**Complain**

If you wish to make a complaint about how the Inquiry has handled your personal information, please contact [SCAIdataprotection@childabuseinquiry.scot](mailto:SCAIdataprotection@childabuseinquiry.scot)



If you are still unhappy about how we have handled your personal information, you can complain to the Information Commissioner.



The Information Commissioner looks at how personal information is kept by organisations like the Inquiry and checks they are following the law.

The Information Commissioner's Office can be contacted:



- on their website at <https://ico.org.uk/make-a-complaint/data-protection-complaints/>



- by phone on 0303 123 1113



- by writing to them at  
UK Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF