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**Records Access Form**

Please use this form to request access to SCTS records. A fee may be payable for providing SCTS records. We will provide you with details of the cost once you have submitted this form along with your research access request template.

You may need to complete a Data Access Agreement prior to any records being provided and this will require to be signed by your data protection officer/your supervisor and yourself. Further information can be provided in relation to this if required.

If you require assistance in completing this document please speak to your data protection officer in the first instance or contact [sctsresearch@scotcourts.gov.uk](mailto:sctsresearch@scotcourts.gov.uk)

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| **Date of Completion:** |
| **Research Title:** |
| **Name of Lead Researcher:** |
| **Research Institution(s)** (if applicable)**:** |
| **Name of Researcher responsible for records management:** |
| **Name of Data Protection Officer or Supervisor:** |

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| **Description of Research, this should include:**   1. **Background** 2. **aims** 3. **objectives** 4. **outcomes and** 5. **use for the research** |
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| **Has the research proposal been approved via an ethic’s committee? Provide details of the process and outcome.** |
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| **Describe the records you wish access to and include:**   1. **What personal information this includes e.g. dates of birth, names, criminal records etc** 2. **What types of individuals this information relates e.g. children, accused persons, victims etc** 3. **Does this record include access to special category personal data1?** 4. **Is this the minimum data that can be shared to achieve the request?** 5. **Can the record(s) be obtained elsewhere?** |
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1 race, ethnic origin, politics, religion, trade union membership, genetics, biometrics (where used for ID purposes), health, sex life or sexual orientation.

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| **What is your legal basis for accessing the record(s) under Article 6 of the UK GDPR? If the processing will include special category data and or criminal conviction data you will also need to identify a lawful basis under Article 9 and 10 of the UK GDPR.**  **Are you relying on any applicable exemptions for processing personal data held within the records requested? For example exemptions under Schedule 2, Part 6, Section 27 of the DPA 2018 relative to Research and Statistics. If so, processing is subject to the appropriate safeguards as required under Article 89(1) of the UK GDPR. In order to meet the required safeguards further information on the following is required:**  **Consideration of how safeguards will be met under Article 89(1) including but not limited to:**   * **data minimisation;** * **data retention;** * **use of anonymisation or pseudonymisation;** * **or be able to demonstrate why you cannot use anonymised data;** * **be able to demonstrate that the processing is not likely to cause substantial damage or distress to individuals;** * **not use the data to take any action or make decisions in any relation to the individuals concerned; and** * **consider other appropriate safeguards and security measures.** |
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| **Describe how you will process the record(s), include:**   1. **Who will have access;** 2. **How will it be stored;** 3. **What organisation/technical security measures are in place;** 4. **Who will own and manage the information provided to you;** 5. **How long will the information provided to you be retained and what is the process you have in place for deleting the information provided to you** |
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| **Are there any risks to the data subjects whose data is contained within the record(s)?**  **Are there any other risks you have identified?**  **How will you inform individuals whose data is contained within the record(s) about the access you have been granted and the use of their personal data?**  **What measures do you have in place to protect the rights of the data subjects whose data is contained within the record(s)?**  **Are any additional measures put in place to ensure additional risks identified are addressed – this should include addressing all security measures put in place?** |
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| **If the research project is collaborative between more than one institution is there an Information/Data Sharing Agreement(s) (ISAs/DSAs) already in place** |
| Yes – agreement(s) in place – Give details below  Not yet – agreement(s) required – provide details of how this will be achieved.  No – none required. If not required, state the reason. |
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| **Will the information be transferred outside the UK? If it will be transferred outside the UK what are the protections in place for the transfer of the information?** |
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The Records Access Form should be submitted along with your Research Access Request Form to [sctsresearch@scotcourts.gov.uk](mailto:sctsresearch@scotcourts.gov.uk)