

## **Scottish Government Education Analytical Services**

### **Information we obtain and hold about children and young people educated in Scotland's schools**

#### **Privacy Notice**

##### **Who are you?**

We are the Scottish Government's Education Analytical Services, which is part of the Scottish Government's Learning Directorate.

##### **Are you allowed to ask for this personal data about my child/children?**

Yes, we have legal powers to request data with regards all children and young people being educated in Scotland's schools which schools, local authorities, awarding bodies (such as the Scottish Qualifications Authority) and other public bodies (such as Skills Development Scotland) hold for their own purposes.

##### **Why do you need this data about my child/children?**

We need this information about your child/children in order to:

- plan and deliver better policies for the benefit of all pupils, or specific groups
- better understand some of the factors which influence pupil attainment and achievement
- share good practice
- conduct teacher workforce planning
- target resources better
- enhance the quality of research to improve the lives of people in Scotland
- provide a window on society, the economy and on the work and performance of government by
  - [publishing statistical publications and additional tables about School Education](#)
  - [providing school level information](#)

More information about the Scottish Government's Learning Directorate is available at <https://beta.gov.scot/about/how-government-is-run/directorates/learning/>

##### **Where do you get your data about child/children from?**

The majority of the data about your child/children is initially received by the school or local authority from yourself when you register them for education in Scotland, and is regularly kept up-to-date on systems managed by the school, the local authority or the public body responsible.

### **Do you get all the data schools and local authorities have about my child/children?**

No. Although schools and local authorities require and collect a lot of additional information about your child/children, not all of this information is shared with the Scottish Government. For example, we will not receive any contact details that schools have about you or your child/children (e.g. telephone numbers, email addresses, etc.). **We also do not collect the names of children.**

### **Who else do you get data about my child/children from?**

We also get information on any qualifications your child/children achieve by awarding bodies (e.g. the Scottish Qualifications Authority (SQA)). This includes details on the level and result of qualifications taken by your child/children. When your child/children leave school, information on the what they are doing three and nine months after leaving school are collected by Skills Development Scotland and then shared with the Scottish Government.

### **What data about my child/children is shared with you?**

The information about you that is shared with, and processed by, the Scottish Government will be:

- Your child's Sex
- Your child's Date of birth
- Your child's Unique ID – Scottish Candidate Number
- Your child's School Stage
- Your child's Student Status
- Your child's National Identity
- Your child's Ethnicity
- Your child's Asylum status
- Your child's Home Postcode
- Whether your child is registered for Free School Meals
- Your child's Home Language
- Your child's level of English as an Additional Language
- Whether your child receives Gaelic medium education.
- Your child's Additional Support Needs reasons and plan type
- The nature of additional support provided to your child
- Where your child requires access to physical, curriculum, or communication adaptation
- Whether your child is a looked after child (e.g. in community/residential care)
- Your child's mode of attendance at school (special schools only)
- Your child's mainstream integration
- Local authority(s) identifiers for which school(s) your child is being educated at
- School identifier(s) for which school(s) your child is being educated at
- Details about your child's achievement against Curriculum for Excellence (CfE) levels in literacy and numeracy
- Details about your child's attendance and absence at school
- Details about your child's exclusions from school
- Your child's admission date
- Details about your child's qualifications

- Details about your child's destination after leaving school

A complete list of the data specifications and guidance notes for the Scottish Government's School Education data collections can be found here:

<http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation>

### **Who is processing the data about my child/children for this project?**

The source for most of this data about your child/children is information held on school and local authority data management systems.

The data management system for the majority of this data held about your child/children is SEEMiS Group who process data on behalf of local authorities in Scotland. SEEMiS are not using this data for their own purposes. SEEMiS Group are an education Management Information System provider and may be contacted at [letters@seemis.gov.scot](mailto:letters@seemis.gov.scot).

### **Does all the data about my child/children that is shared with you come from a single data source?**

No, not all of the data about your child/children transferred to the Scottish Government is held on SEEMiS. Some information will come directly from other local authority management information systems, or from other public bodies, to the Scottish Government.

### **How is the information about my child/children shared with you?**

ScotXed (within the Scottish Government) will securely transfer the data held about your child/children from SEEMiS, local authority systems or other public body's systems using secure transfer software and processes for collecting and validating data.

### **How do you collect and store the data about my child/children?**

The transferring of data about your child/children between schools, local authorities and other public bodies with the Scottish Government uses ProcXed, a secure software for collecting and validating data. Some data about your child/children is transferred directly from awarding bodies and public bodies using secure transfer systems. The storage of this data about your child/children within Scottish Government, is managed effectively by the ScotXed Unit (within the Scottish Government).

### **Why do you need the data about my child/children, and for what purpose?**

The individual data about your child/children is collected by the Scottish Government's Education Analytical Services for **statistical and research purposes only** for the performance of a task carried out for reasons of public interest.

### **Will my child/children be able to be identified from the data?**

No. The Scottish Government will not publish or make publicly available any information that allows your child/children to be identified, nor will data be used by Scottish Government to take any direct actions on your child/children as a result of the information it holds about them.

### **Should I have known that data about my child/children was being shared with you?**

Yes. Schools, local authorities and other public bodies who originally collected the data from individuals are required to provide privacy notices to you and your children to explain how your personal data about your child/children will be collected and used, and who it will be shared with.

### **How long will you keep the data about my child/children?**

Data held about your child/children within the Scottish Government is managed effectively by secure systems on secure servers and is exploited as a valuable corporate resource, subject to confidentiality restraints.

The personal data we hold about your child/children will be stored for longer periods as the data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes and is subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.

### **Will the data about my child/children be legally shared with others, and for what purpose?**

The information collected about your child/children will be used to inform planning and provision of education. This could require the linkage of data about your child's education to other data sources (such as health, social work, etc.). For example, researchers or charities may be interested in applying for access to education data to meet their own research needs.

On occasion, we may share data about your child/children when it is lawful and ethical to do so, and after we have considered the following questions:

- is it in the public interest to share the data?
- are we only sharing the minimum amount of data and for the shortest possible time to meet the request?
- does the data sharing comply with the law and have we got the right consent, if needed?
- does the organisation asking for the data have sufficient security standards themselves and are they aware of statistical disclosure controls?

Organisations we may share data about you with are

- Education Scotland in order for this agency to carry out its functions
- National Records of Scotland to carry out research relating to the national population census
- Academic institutions and organisations to carry out additional research and statistical analysis which helps inform policy development and contributes to improving outcomes for Scotland's people
- Other Public Bodies who require the data in order to carry out their official functions.

**How do you ensure ethical standards are met?**

Any sharing or linkage of data about your child/children will be done under the strict control of Scottish Government, and will be consistent with our data policy and the National Data [Linkage](#) Guiding Principles. Decisions on the sharing or linkage of data about your child/children will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government as part of a Data Access Panel. At all times your child's rights under the GDPR and other relevant legislation will be ensured.

**What are my individual rights?**

The GDPR gives you and/or your child the right to object to the processing of your personal data. However, where the processing personal data is for scientific or historical research, or statistical purposes, these rights to object is more restricted.

**Can my child/children or I object to the processing of my data?**

No. As the data we process is lawfully gathered and necessary for the performance of a task carried out for reasons of public interest, you or your child/children do not have a right to object to the processing of your child/children's personal data.

**Can my child/children or I ask for their data to be deleted?**

No. As we require the data for the performance of a task carried out in the public interest (and for no other purpose, such as direct marketing), we are also not required to erase your child/children's personal data as we need to retain this data for this purpose.

**Can my child/children or I ask to see what data you hold about my child/children?**

No. As the data we process is lawfully gathered and processed for Research, Statistics and Archiving in the public interest, and that any results of the research or resulting statistics are not made available in a form which identifies individual children, young people or adults, you or your child/children do not have a right to request access to the data we hold about them.

**What if I have concerns?**

The Data Protection Officer for this data is the Data Protection & Information Assets team, [dpa@gov.scot](mailto:dpa@gov.scot).

If you have any concerns around this data collection please contact the DPIAT team, or Mick Wilson, Head of Education Analytical Services ([Mick.Wilson@gov.scot](mailto:Mick.Wilson@gov.scot)).

- or by writing to us at: Education Analytical Services, Area 2A-North, Victoria Quay, Leith, Edinburgh, EH6 6QQ.

Alternatively complaints may be raised with the Information Commissioners Office at [casework@ico.org.uk](mailto:casework@ico.org.uk).