

TRANSFERRING EDUCATIONAL DATA ABOUT PUPILS

The Scottish Government and its partners collect and use information about pupils in schools to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

Why do we need your data?

We need this information 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
- target resources better

Data we collect

The data collected and processed by the Scottish Government will be on both children and young people being education in Scotland's schools. The majority of the data on children is initially received by the school or local authority from parents/carers of children and young people when registering their child for education in Scotland, and is regularly maintained by the school and the local authority responsible.

Although schools and local authorities require and collect a lot of additional information about the children and young people it is responsible for educating, and for its own workforce, not all information is shared with the Scottish Government. For example, we will not receive contact details for pupils that are collected for use within the school when contacting parents, etc. **We also do not collect the names of children.**

Information on qualifications achieved by young people are shared by awarding bodies (eg the Scottish Qualifications Authority (SQA) and includes details on the level and result of qualifications taken by young people. Information on the destinations of school leavers

collected three and nine months after young people leave school are collected and shared with the Scottish Government by Skills Development Scotland.

Who is processing the data for this project?

The source for most of this data is information held on local authority data management systems on children receiving education within Scotland, and its workforce.

The local authority data management system for the majority of this children and young people data is SEEMiS Group who process data for 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.

However, not all of the data 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.

ScotXed (within the Scottish Government) will securely transfer the data from SEEMiS, local authority systems or other public body's systems using secure transfer software and processed for collecting and validating data.

Local authorities and other public bodies with the Scottish Government use secure software for collecting and validating data. Some data is transferred directly from awarding bodies and public bodies using secure transfer systems. The storage of this data within Scottish Government, is managed effectively by the ScotXed Unit (within the Scottish Government)

Protecting Individuals

The individual data about children and young people educated in, Scotland's schools 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.

The Scottish Government will not publish or make publicly available any information that allows individual people be identified, nor will data be used by Scottish Government to take any actions in respect of individuals.

Education data within Scottish Government is managed effectively by secure systems on secure servers and is exploited as a valuable corporate resource, subject to confidentiality restraints.

How often is the Privacy Notice reviewed?

The Privacy Notice is reviewed on an annual basis. It was last reviewed and updated in July 2018.

Concerns

The Data Protection Officer for this data is the Data Protection & Information Assets team, dpa@gov.scot.

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

- Or by writing to use 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.