

Scottish Government Education Analytical Services

Information we obtain and hold about the workforce of 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 me?

Yes, we have legal powers to request data with regards the workforce of Scotland's schools that schools, local authorities, and other public bodies hold for their own purposes.

Why do you need this data about me?

We need this information about you 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 me from?

The majority of the data about you is initially collected by local authorities, and largely held on local authority management information systems.

Do you get all the data schools and local authorities have about me?

No. Although schools and local authorities require and collect a lot of additional information about you, not all of this information is shared with the Scottish Government. For example, we will not receive your contact details that are collected for use by the school or local authority (e.g. email addresses, telephone numbers, etc.). **We also do not collect your name.**

Who else do you get data about me from?

Information about you may also be shared with us by other public bodies (e.g. the General Teaching Council for Scotland).

What data about me is shared with you?

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

- Your Sex
- Your Date of birth
- Your registration number with governing body (i.e. GTCS)
- Whether you teach through medium of Gaelic
- Your National Identity
- Your Ethnic Background
- Whether you are undertaking the programme for Chartered Teacher Status
- Whether you are undertaking the programme for Headship
- Whether you have achieved the standard for Headship
- Whether you are able to teach through Gaelic medium
- Your Grade
- Your staff status
- The local authority(s) you are employed with
- The school(s) you are employed at
- Your working pattern (i.e. Full-Time Equivalent)
- Your Employment Type (e.g. permanent)
- How your post is being funded
- Whether you are Roman Catholic Approved
- Your post Start and End Dates
- Your Entry to Post Category
- Your Reason for Leaving
- The subject(s) you teach

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 me for this project?

The source for most of this data about you is information held on local authority data management systems.

The local authority data management system for this data about you will largely be SEEMiS Group (who process data for local authorities in Scotland) or your local authority's HR/payroll systems. 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.

Does all the data about me that is shared with you come from a single data source?

No, 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.

How is the information about me shared with you?

ScotXed (within the Scottish Government) will securely transfer the data held about you 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 me?

The transferring of individual level data 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 you could be transferred directly from other 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).

Why do you need the data about me, and for what purpose?

The individual data about you 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 I be able to be identified from the data?

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

Should I have known that data was being shared with you?

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

How long will you keep the data about me?

Data held about you 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 you 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 me be legally shared with others, and for what purpose?

The information collected about you will be used to inform planning and provision of education, which may involve the linkage of data about you to other data sources. 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 you 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 individual level data 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 you 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 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 rights under the GDPR and other relevant legislation will be ensured.

What are my individual rights?

The GDPR gives you 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, your right to object is more restricted.

Can 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 do not have a right to object to the processing of your personal data.

Can I ask for my 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 any personal data as we need to retain this data for this purpose.

Can I ask to see what data you hold about me?

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 you, you do not have a right to request access to the data we hold.

How often will this Privacy Notice be reviewed?

This Privacy Notice will be reviewed on an annual basis. It was last reviewed and updated in July 2018.

What if I have concerns?

The Data Protection Officer for this data is the Data Protection & Information Assets team, 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).

- 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.