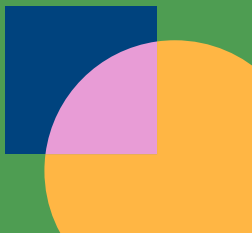
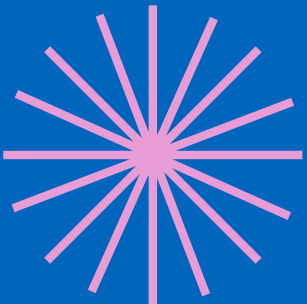




Your information

Why the Scottish Government
need it and what we do with it.

Now I
get it!



Your information

The Scottish Government gets information from schools and local authorities.

Schools and local authorities collect information.

Things like:

- how many learners are in each school
- attendance records
- exam results
- learners progress in reading, writing, listening and talking, and numeracy
- what young people choose to do after they leave school



Schools and local authorities also collect personal information.

Everyone has personal information:

- your name
- address
- date of birth
- the names of parents or carers.

It helps people know who you are and what you need.



A new law

There are rules on how to keep information safe and how it's shared. These rules are in **The Data Protection Act 2018**.

The law called the **General Data Protection Regulation (GDPR)**, gives you more control over your information

It makes sure anyone collecting information has to:

- be honest about why they want it
- be clear about what they will do with it.

So, this booklet tells you about why we need your information and what we do with it.



What information do we get?

The Scottish Government has to be given information from schools and local authorities. It's the law.

Information with personal details.

The information we get about you includes:

- personal details like your date of birth and postcode
- your attendance records
- whether you get any extra support to help you learn
- your achievement in literacy and numeracy and exam results.

This information helps us know who you are and what you need.



Using this personal information, we can group this together to **become information without your personal details.**

This information includes you but you're not named. It's just numbers.

With this information, no one knows who you are.

Information in numbers gives us a quick and easy way to see how schools and education in Scotland is doing. We produce numbers about learners who:

- pass exams
- need extra help
- get free school meals
- come from different backgrounds
- and other things.

For example:

The average class size

in primary schools in Scotland in 2022 was

23 pupils

Cool!



What are we doing with your information?

We use information in different ways.

We study it

We study information without your personal details.

It helps us:

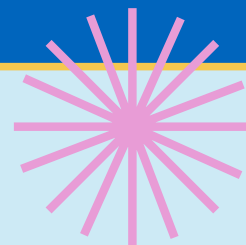
- check that all schools and other education settings are working well
- improve education systems
- make better decisions
- check that money is being used in the best ways
- make new policies and plan for the future.

We publish it

We publish information without your personal details.

We publish information so people can see how well schools and education are doing in Scotland.

- We put statistics on our website.
- We have data tables on [Statistics.gov.scot](https://www.statistics.gov.scot).
- We make sure there's information on the School Information Dashboard



We share it

When we share your information, we make sure it's kept safe and we follow the rules set out in law.

We only share information with personal details with organisations where the law allows us to so that they can produce their own numbers.

The list has places like:

- National Records of Scotland
- Scottish Qualifications Authority.



We also share information without your personal details.

Again, where the law allows us to, we share it with organisations that want to use it to produce their own numbers using this data. They do this:

- for a reason like helping us plan for the future
- for a reason that will help make things better for the people of Scotland
- following the rules for a set time then they must destroy the information.

We keep it

The law allows us to keep personal information about you to study with as long as we need to.



Your rights

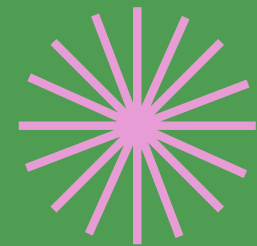
As we only use your personal data to create numbers in the public interest, and you will not be able to be identified in these numbers, your rights are more restricted.

You cannot:

- see any personal information we have about you
- ask us to change any information that you think is wrong
- ask us to remove information from our systems

You can complain if you think we're not respecting your rights.

There's an Information Commissioner's Office (ICO) to help.



More information

Thanks for reading this.

If you are not happy with the way we handle your personal data, you can get in touch with our Data Protection Officer in the first instance. You can do this by e-mail to **DataProtectionOfficer@gov.scot** or write to:

Data Protection Officer
Victoria Quay
Commercial Street
Edinburgh
EH6 6QQ



If you feel we have been unable to help you, you can contact:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 08456 30 60 60