

DATA ACCESS FORM – ACCESSING DATA HELD BY THE SCOTTISH GOVERNMENT EDUCATION DIRECTORATE

Guidance :

Please consider the following questions and provide the requested information. Completed forms should be sent or e-mailed (details provided at the bottom of the form). Queries about any aspect of the data access process can also be sent to the contact address / e-mail.

a) Organisation / Department requesting data

1. Name of organisation requesting access
2. Head of research / department requesting access (Data Controller under the Data Protection Act 1998)
3. Individual responsible for statistical resource (if not in 1))
4. Other key workers

b) Description of study

Key points will include

- Link – if any - to Scottish Government Policy (particularly if work is (co)sponsored by SG)
- Purpose of analysis
- Outputs of analysis (publication, seminars, publicly available database etc)
- Methodology being applied
- Previous history of analytical team in this area of work
- Time scale for carrying out the analysis and delivering outputs

Are the data available anywhere else? (including relevant proxy data)

c) Details of the specific information requested

1. List of datasets and variables required
2. Level of detail required (unit records, aggregate data)
3. Status of data required
4. If identified or identifiable – reasons why this status is required

d) Data linkage

1. Will the SG data be linked to other datasets?
2. If so, what datasets will be involved – details, source, quality.
3. How will linkage occur – what variables, techniques
4. How will possibility of disclosure be minimised – disclosure methodology should be set out.
5. Has agreement for data linkage been obtained from data owners of all data sets involved.

e) Contacting of individuals

1. Will the research / analysis involve contacting individuals
2. Will SG data about the individual be used as part of this process
3. How will individuals be contacted

f) Permissions to obtain data

1. What permission has been given by individuals (in your study) to use SE data [This question 1. relates to situations where data linkage may be taking place]
2. Has any ethics committee been consulted – what was their judgement

g) Security of data during research

1. Are identified or identifiable records to be provided by SE
2. If yes, what registration number in compliance with DPA will the data be held
3. Full details of where the data will be held, in what form, for how long and procedures for destroying the data after use.
4. List who will have access to data (and at what level of detail) during the research.
5. Timeperiod for research
6. Adherence to Physical security and IT security standard (such as BS7799)
7. What disclosure checking procedures are in place for those individuals accessing the data.

h) Review

1. What arrangements are in place to enable the SG (should it wish) to review progress against stated objectives, in particular the stated purpose of the research / analysis and timetable.

i) Audit of procedures

1. What arrangements are in place to ensure on-site confidentiality and security procedures and practices.

j) Guarantees by researcher

I certify that all staff who have access to SG data are aware that misuse of information may lead to disciplinary action and can lead to criminal proceedings.

I promise to take all appropriate steps to ensure that no data will be made available through publication or presentation which enables an individual to be identified

It guarantee that the data will be destroyed or returned to the Scottish Government by [insert date]

I promise that the dataset(s) will not be passed onto (or made available for use) to third parties unless clearly agreed by the Scottish Government.

Signed

Date

RETURN COMPLETED FORM TO

**Pete Whitehouse
Senior Statistician
Rm 1- B
EAS Directorate
Education Directorate
Scottish Government
Victoria Quay
Edinburgh
EH 6 6QQ**

Or by e-mail to

ASUSchools.Data.Access@scotland.gsi.gov.uk

