



Information on adding education records



Understanding
Society

Introduction

Government departments and agencies collect a range of information about all of us for administrative purposes. This is so they can provide education and other services to us when we need them. While we can learn about people's lives, economic circumstances, experiences, behaviour and beliefs by asking direct questions, it can sometimes be easier to obtain some of this information from government departments. Doing this means that we don't have to ask you about these and the interview can be much shorter.

This leaflet explains more about this. Please take a moment to read it.

What information would be added?

Education Records including:

- National tests and formal assessments, for example SATS and GCSEs in England, Wales and Northern Ireland and Standard Grades and Highers in Scotland
- Basic information on pupils like demographic characteristics (including ethnicity), special educational needs, attendance and eligibility for free school meals
- Further education courses taken, grades and funding
- Pre-school attended

From:

- In England, the Department for Education and the Department for Business, Innovation and Skills or agencies working on their behalf (as applicable)
- In Wales, the Welsh Department for Children, Education, Lifelong Learning and Skills.
- In Scotland, the Scottish Government Learning Directorate.
- In Northern Ireland, the Department of Education and the Education and Skills Authority.

Who will use it?

Like your survey responses, the additional information would be used by academic and social policy researchers for non-commercial statistical analysis. Any sensitive information would only be made available to them under restricted access arrangements which make sure that the information is used responsibly and safely. Names and addresses are never included in the results and no individual can be identified from the research.

Your permission – what does it cover?

Information can only be released with your permission. To make the link between education records and your survey responses we would need to pass on personal information to the government departments and agencies holding the records. They can then add your/your child's education records to your survey responses. The necessary personal details include full name, full address, gender, date of birth and school name, where applicable. These details will only be used to identify your information. Before the departments and agencies send any information you have authorised back to us, your name and other details will be removed.

Like the answers you have given us in the survey, the information from other sources will be treated in confidence and in accordance with the Data Protection Act. Your current or future dealings with any of the departments or agencies will not be affected.

How long does your consent last?

We would like to add information relating to your present, past and future circumstances. We would like to continue to link in your data until you complete your school and further education. We will remind you regularly of the permissions you have given, and you are free to withdraw your consent at any time. If you do choose to withdraw your consent we will no longer link your records to your survey responses but we will retain data which has been previously linked if you have given us permission.

What about your children's information?

We would like to add information on your child(ren) from birth up to age 16. We need to seek parental consent to add information on your children aged under 16. We understand that some children would be able to make this decision on their own behalf. You should make the decision that represents your child's wishes and best interests. You could discuss this with your child, and you can withdraw your consent at any time. Once your child reaches the age of 16 we will ask your child directly when we next speak to them.



What about data security?

Your survey answers and education records will be anonymised and will only be used for research and statistics. We are very security conscious and all of our systems are password protected and accessed by a small number of authorised staff. The information we need to exchange with the government departments and agencies will be sent via secure transfer systems. We implement the most up to date data security protocols and procedures. Your personal details will be secure at all times.

What if you change your mind?

If you wish to withdraw your permission at any point in the future, please write to **Freepost RRXX-KEKJ-JGKS, Understanding Society, University of Essex, Wivenhoe Park, Colchester, CO4 3SQ** stating: "I < your name>, currently living at < your address and postcode> am a participant on Understanding Society and I wish to withdraw my permission for administrative education data to be added to my survey data." Please sign and date your letter. If you have any questions or concerns, just call our Freephone number 0800 252 853 or write to Freepost RRXX-KEKJ-JGKS, Understanding Society, University of Essex, Wivenhoe Park, Colchester, CO4 3SQ.

For more information, visit: www.understandingsociety.ac.uk/participants

Thank-you

If you have any questions or concerns, just call our **Freephone number 0800 252 853**, email **contact@understandingsociety.ac.uk**, or write to **Freepost RRXX-KEKJ-JGKS, Understanding Society, University of Essex, Wivenhoe Park, Colchester, CO4 3SQ**

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