



Information on adding education records

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. During the interview this year, we would like to ask for your permission to link administrative information held about your education to your survey responses. The interviewer will be able to explain more about this when they visit. You do not have to give your consent and if you do, you are free to withdraw it at any time. This leaflet gives you more information about what information would be linked and how this is done.

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 or special educational needs
- Courses taken

From:

- In England, the Department for Education.
- In Wales, the Welsh Department for Children, Education, Lifelong Learning and Skills.
- In Scotland, local education authorities as well as the Scottish Government Education 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?

Any information can only be released with your permission. In order to access the information, we will provide some necessary personal details including your full name, full address, gender and date of birth to the government departments and agencies holding the information. We will only pass your details to the government department or agency that holds your records. For example, if you were only ever educated in England, we will only pass your details to the English Department for Education. Your details would not be passed on to departments or agencies in Scotland, Wales or Northern Ireland.

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 completely confidential and treated 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 for as long as the study lasts. However, we will ask you for your permission in future interviews (every three years) to ensure you are still happy for us to do so. If, for any reason you are unable to take part in the study and are therefore unable to renew your consent, future data linking would stop. No new data would be added to your survey responses. However, all data which had been linked up to that point would be kept and used for research and statistical purposes. You are free to withdraw your consent at any time.

What about your children's information?

We would like to add information on your child(ren) from age 4 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.



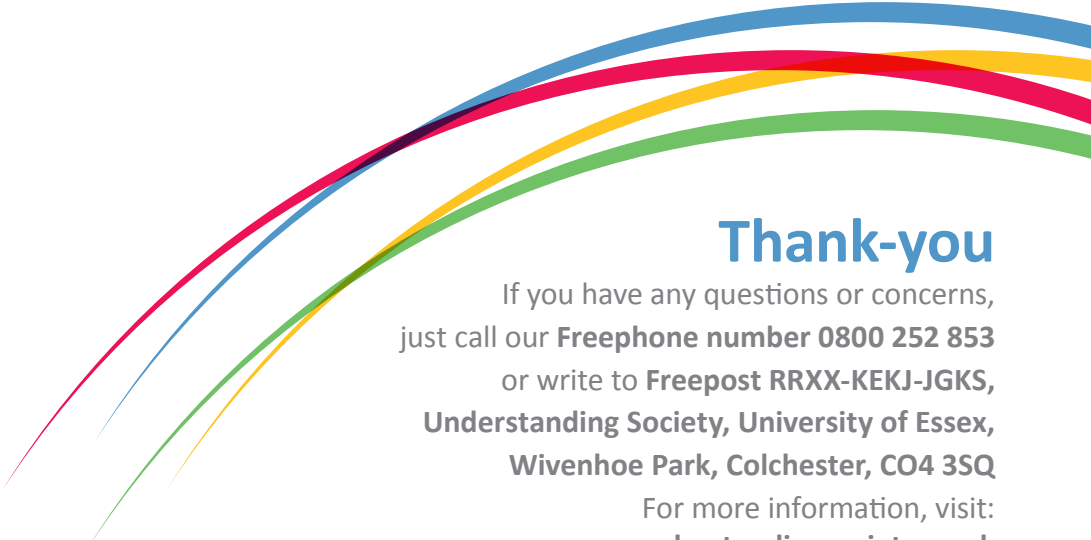
What about data security?

Your personal details will always be kept confidential. Your anonymous records and your anonymous survey answers 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.

You may choose to withdraw only part of the permissions you have given. To withdraw permissions you have given on behalf of your child(ren), you need to include their full name in your letter.



Thank-you

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