**Annual Data Gathering 2019**

Providers of STEM professional learning

When you submit data, via email or through our survey, we ask for your name and contact information so we can directly contact you about your professional learning offer. However, none of the data you provide will be used to identify you, unless you choose to be listed as a participating organisation. The data will be collated for analysis and reporting purposes only. Summarised and anonymous responses will be shared with Scottish Government and Scottish Funding Council to support decision making in relation to the STEM Strategy. We may also share summarised responses through our internal and external publications. Your answers will be treated in the strictest confidence, and all data disclosed will comply with the Data Protection Act 2018.

Responses will be stored securely in a restricted access file on the Education Scotland document management system. Only relevant Education Scotland staff will see individual responses.  For further information about how your data will be used and your rights please see the Education Scotland Privacy Policy.

[Privacy Policy](https://education.gov.scot/who-we-are/policies-and-information/Data%20protection)

If you have any questions about the survey, please contact the STEM team at stem@educationscotland.gov.scot

 *Please delete as required*

I consent to my responses being used for the purposes YES/NO

explained above.

I understand that any information I give will be treated YES/NO

confidentially and securely, in accordance with the terms

of the General Data Protection Regulation and the Data

Protection Act 2018.

I understand that I can withdraw from the data gathering YES/NO

exercise at any time and ask Education Scotland to delete

the data about my organisation

This should be regarded as the sole data being submitted YES/NO

by my organisation.

I am happy for my organisation to be acknowledged publicly YES/NO

as a contributor to the data gathering exercise.

I can confirm there is no [personal data](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/what-is-personal-data/) included in this return YES/NO

I would like to be involved in the Annual Data Gathering YES/NO

process in the future.

*Continued on reverse*

If you would like the annual return mailing to be sent to an alternative

contact please provide the relevant details below.

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Department |  |
| Email |  |

Please complete and sign below

|  |  |
| --- | --- |
| Your name |  |
| Your role |  |
| Your organisation |  |
| Date |  |
| Signature *(scanned or hand-signed)*  |  |