

Tel: 0141 618 7194
My Ref: JC/MT/KO
Your Ref:
Contact: Julie Calder
E-mail: julie.calder@renfrewshire.gov.uk
Date: November 2021



Dear Parent/Carer,

Health and Wellbeing Census 2021

We are aiming to improve children's services in Renfrewshire. To help with this, the Scottish Government is asking primary and secondary schools to take part by asking children in Primary 5 (P5) to Secondary 6 (S6) about their lives and wellbeing. Your child will be asked to complete a short online questionnaire during class time.

The attached Privacy Notice (pages 3-6) provides you with additional information about the Census, how your child's information will be used by Renfrewshire Council and the Scottish Government and details of how you can learn more about this initiative. It also explains what to do if you do not want your child to take part in the survey. Your child will also be given a leaflet explaining the survey.

The results of the survey will be used to understand the health and wellbeing needs of children both at a local and national level. This will help to improve the way children's services are planned and delivered by Renfrewshire Council and our partners, such as education, health and voluntary organisations. The results will not look at children's responses on an individual basis, and any results produced will not enable an individual child to be identified.

You should be aware that the answers provided by your child will be linked to other data already held about your child. For example, data already held by the local authority (such as your child's sex, ethnic background, the area they live in, etc.). However, any data linkage will only be done for statistical and research purposes, and will also ensure that your child remains unidentifiable. For more information on data linkage, please consult the attached Privacy Notice.

Your child will not be asked to provide their name when answering the survey. However, your child will be asked to enter their Scottish Candidate Number (SCN) as this will then help for any data linkage for statistical purposes to take place. **Your child's name will not be linked to your child's answers.** Therefore, there will be no direct way your child or family can be identified from your child's responses.

As your child's answers are only to be used for statistical and research purposes, this means that nobody is allowed to use the information given by your child to actively look for children who might need help. However, if while analysing the data, Renfrewshire Council analysts see anything that they are particularly concerned about, they may need to do something in order to help those particular children. This would be the only time that the identity of children would be sought by identifying them from a separate database that includes children's names together with their Scottish Candidate Number, and for which the local authority has access to. This should **only** happen in **exceptional** circumstances so it is highly unlikely that anyone will actually need to identify your child.

You **do not have to do anything** if you are:

- happy for your child to take part in the survey and for their answers to be linked to other data for **statistical and research purposes**; and
- that you are aware that your child's identity will remain confidential unless a concern is identified for which your local authority may need to do something to help your child.

If, however, you **do not** wish for your child to take part in this survey, please complete the tear-off slip below and return it to the school within the next **10 days**. Please note that pupils aged 16 or over who do not wish to participate will require to complete and return the tear-off slip themselves.

Your child will also be able to choose not to take part in the survey if they do not wish to, even if you say they can.

More detailed information is enclosed. You can also find out more about the survey by visiting the Scottish Government's website: <https://www.gov.scot/publications/health-and-wellbeing-census-2/>

Alternatively, you can contact your school for more information.

Yours sincerely



Julie Calder
Head of Service (Curriculum and Quality)

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HEALTH AND WELLBEING CENSUS (for opt out only)

Where pupil is under the age of 16 (to be completed by parent/carer):

I **do not** wish (print name of child in capital letters) to take part in the Health and Wellbeing Census.

Signed Date/...../.....

Name Relationship to child

Child's year group: P5 / P6 / P7 / S1 / S2 / S3 / S4 / S5 / S6 (please circle one)

Where pupil is over the age of 16 (to be completed by pupil):

I (print your name in capital letters) **do not** wish to take part in the Health and Wellbeing Census.

Signed Date/...../.....

Year group: S5 / S6 (please circle one)

HEALTH & WELLBEING CENSUS 2021 PRIVACY NOTICE

We are aiming to improve children's services in Renfrewshire. To help with this, the Scottish Government has introduced a Health and Wellbeing Census. Children across Renfrewshire from Primary 5 (P5) to Secondary 6 (S6) will be asked to participate and provide information about their lives and wellbeing. This local level evidence will help Renfrewshire Council to identify and drive forward local improvements and monitor the results of any changes made. This Privacy Notice provides further information on the Census, why your child's information is required and how it will be used by the Council and the Scottish Government.

Why are you asking my child about their lives and wellbeing?

By law, local authorities and their partners are required to plan for children's services for their local area. To ensure that this is done effectively, it is important to understand the wellbeing and needs of children in each local area. Your local service providers will use the results gathered from this survey to help improve services for children and families.

What is my child being asked to do?

We are asking P5 to S6 children to fill in an online health and wellbeing survey. Your child will be asked to complete an online questionnaire during class time that will take around 20-40 minutes. Your child's school will organise and arrange for children to take part.

Are you allowed to ask for this personal data about my child's health and wellbeing?

Yes, as local authorities are required by law to plan for children's services in their local area, they have a legal basis to ask children and young people about their lives and wellbeing to help them with this.

The individual data about your child is collected by your local authority for **statistical and research purposes only** for the performance of a task carried out for reasons of public interest.

Why do you need this data about my child's health and wellbeing?

We need this information about your child/children in order to:

- plan and deliver better policies for the benefit of all children and families, or specific groups
- better understand some of the factors which influence the outcomes for children
- target resources better
- enhance the quality of research to improve the lives of people in Scotland
- provide a window on society, the economy and on the work and performance of local and central government

Will anyone see my child's answers?

No one other than a small team of analysts and IT support staff within Renfrewshire Council will see your child's answers. These staff are trained to keep data safe, confidential and anonymous. Your child will not be asked to type in their name into the survey. Your child's answers will be stored securely by Renfrewshire Council, and the school or teachers will not see any of your child's answers.

All information will be confidential and secure. Renfrewshire Council **will not** publish or make publicly available any information that allows for your child to be identified, nor will data be routinely used to take any direct actions on your child as a result of the information they provide.

However, if analysts within Renfrewshire Council see anything in your child's answers that they are concerned about, they may need to do something to help your child. This would be the **only** time that the identify of your child would be sought by identifying your child from a separate database that holds your child's name together with their Scottish Candidate Number, and for which Renfrewshire Council also has access. This should not happen very often so it is highly unlikely that anyone will contact you or your child.

What topics will my child be asked about in the survey?

Your child will be asked questions that cover a wide range of topics, such as:

- Your Child's attitude to school
- Your Child's perception of achievement
- Your Child's perception on the pressure of school work
- Your Child's physical activity/exercise
- Your Child's eating behaviours
- Your Child's general health
- Your Child's general wellbeing (life satisfaction)
- Your Child's mental wellbeing (S2 pupils upwards)
- Your Child's physical or mental health condition
- Your Child's sleep pattern
- Your Child's feeling of discrimination
- Your Child's relationship with peers
- Your Child's self-perception (body image)
- Your Child's social media and online experience
- Your Child's relationships with family / environment
- Your Child's relationships with parents/carers
- Your Child's resilience
- Your Child's involvement in decision making
- Your Child's use of alcohol (S4 pupils upwards)
- Your Child's use of tobacco (S4 pupils upwards)
- Your Child's use of drugs (S4 pupils upwards)
- Your Child's involvement in positive activities
- Your Child's caring responsibilities
- Your Child's experience of bullying
- Your Child's aspirations and career planning
- Your Child's relationships and sexual health (S4 pupils upwards)
- Your Child's sedentary behaviour
- Your Child's perception on places to play

Will the information about my child's health and wellbeing be shared with others?

Yes, your child's answers will be shared with analysts at the Scottish Government using secure transfer systems. This information is shared so that the Scottish Government can use this information to develop and monitor national policies, to target and provide resources, and to provide Parliament, Ministers and the wider community with information in relation to the lives and wellbeing of children and young people. ***Your child will never be identified from any published findings.***

Will the Scottish Government share information about my child's health and wellbeing with others?

The Scottish Government may further share data about your child with other approved organisations and researchers. However, data access will only be granted once this has been thoroughly reviewed and approved by their own data access procedures and will only be shared for further statistical and research purposes. ***Your child will never be identified from any published findings.***

Any sharing or linkage of data about your child will be done under the strict controls and will be consistent with their data policy and the National Data Linkage Guiding Principles. At all times your child's rights under Data Protection Law (including the UK GDPR and Data Protection Act 2018) will be ensured. ***Your child will never be identified from any published findings as a result of any linked data.***

How do you store the data about my child's health and wellbeing?

Data held about your child by Renfrewshire Council is managed effectively by secure systems on secure servers.

How long will you keep the data about my child's health and wellbeing?

The personal data we hold about your child will be stored for longer periods as the data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes and is subject to implementation of the appropriate technical and organisational measures required by the UK GDPR in order to safeguard the rights and freedoms of individuals.

Will my child's answers affect the services they receive?

No. Your child's answers will be combined with what other children have said, to produce statistical summaries that, in turn, help plan services in the future.

Does my child need to take part?

No. It is up to you and your child to decide to take part. If your child is under the age of 16, you can opt your child out of taking part by completing and returning the slip enclosed with this letter to your child's school. Your child can also say to their teacher that they do not wish to take part at any time. If your child is over the age of 16 and do not wish to participate, they must opt out themselves, by completing and returning the enclosed tear-off slip.

Not taking part will have no impact on your child's schooling or any services used.

What are my child's individual rights?

The UK GDPR gives you the right to object to the processing of your child personal data. However, where the processing of personal data is for scientific or historical research, or statistical purposes, these rights to object are more restricted.

Can I object to the processing of my child's health and wellbeing data?

No. If your child takes part in the survey, then as the processing this statistical data is necessary for the performance of a task carried out for reasons of public interest, you do not have a right to object to the processing of your child's personal data.

Can I ask for my child's health and wellbeing data to be deleted?

No. If your child takes part in the survey, then as the processing this statistical data is necessary for the performance of a task carried out for reasons of public interest (and for no other purpose, such as direct marketing), we are not required to erase your personal data as we need to retain this data for this purpose.

Can I ask to see what data you hold about my child's health and wellbeing?

No. If your child takes part in the survey, as the data we will then be processing is lawfully gathered and processed for Research, Statistics and Archiving in the public interest, and that any results of the research or resulting statistics are not made available in a form which identifies your child, you do not have a right to request access to the data we hold about your child.

How can I find out more?

You can find out more information about this survey at the Scottish Government's website: <https://www.gov.scot/publications/health-and-wellbeing-census-2/>.

If you have any further questions, please contact your child's school.

What if I have concerns about the way in which my child's information will be used?

If you have any concerns or are unhappy with the way in which Renfrewshire Council has handled your child's personal data, you have the right to complain. Any complaints regarding your child's data should be addressed to the Council's Data Protection Officer, Allison Black: dataprotection@renfrewshire.gov.uk You can access the Council's Privacy Policy here: www.renfrewshire.gov.uk/privacypolicy

If the matter is not resolved, you can contact the Information Commissioner's Office, who can provide independent data protection advice. The address and contact details for the Information Commissioner's Officer are:

45 Melville Street
Edinburgh
EH3 7HL
Telephone: 0131 244 9001
Email: scotland@ico.org.uk