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My Ref: JC/LG
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Contact: Julie Calder
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Date: 1 February 2022



Dear Parent/Carer

I am writing to provide details and explain the purpose of the National Parental Involvement and Engagement (PIE) Census that will be sent to parents/carers of school children across Scotland.

This is a short online survey, sent to parents/carers of school children across Scotland, to understand how well local authorities are engaging with the parents/carers of their school children.

Although, all schools support the Scottish Government's aim of creating a consistent picture of parental involvement and engagement across Scotland, your participation in the PIE Census is completely voluntarily.

We are eager to maximise the response from our Renfrewshire parents/carers to ensure we have the best data available to continue improving the service we offer our young people and families. We would really appreciate your support in completing the PIE Census to ensure we have the widest possible participation of our parents/carers.

The Census will be hosted by an online platform provided by SmartSurvey.

We will send the registered main contact for every pupil in Renfrewshire a hyperlink by text message on Monday 7th February to complete the PIE Census online. You can also access the survey via this link <https://www.smartsurvey.co.uk/s/RenPIE2022/>

If you need access to IT facilities, interpreter support or any additional support, please contact the Head Teacher. Alternatively, paper copies can be made available if required.

If you choose to take part in the PIE Census, we will use your responses for the purposes of the Council's public functions. Further information on how the council handles your personal information can be found on: www.renfrewshire.gov.uk/article/2201/privacy-policy

We will share the results of the PIE Census with the Scottish Government for research and analytical purposes. The information on the next page from the Scottish Government outlines some further information about how the results of the PIE Census will be stored and used.

Yours sincerely



Julie Calder
Head of Education

Scottish Government Questions and Answers

What is the purpose of the Parental Involvement and Engagement (PIE) Census?

The PIE Census aims to rationalise the collection of Parental Involvement and Engagement data by providing a set of questions all local authorities will be invited to ask in their respective areas, which should result in comparable data being collected. Once available, the data will be used primarily to drive improvement at a local level but also to help monitor the progress of policies rolled out at a national level.

How will parents/carers complete the PIE Census?

Parents/carers will be sent a link by text message to the census questionnaire provided on the SmartSurvey online platform. Parents/carers will be able to respond either on a personal computer, laptop, smartphone or tablet. Alternative arrangements for parents/carers that cannot access these platforms will be provided by the school on request.

How will the information be kept confidential?

Responses to the PIE Census questions will remain confidential to protect all parents/carers, and access to any data will be severely restricted to those on a strict need to know basis. Any additional information that would directly identify a parent/carer, such as their name and address, are kept separate from the data generated by the responses given in the Census.

Schools will not have access to individual level parent/carer data that would identify parents. They will see school level results based on grouping together parent/carer responses. For example, an analysis provided to schools may show that 85% of parents/carers within a school reported feeling satisfied with their child's school, but the school would never know how each individual parent/carer responded to this question.

Renfrewshire Council Privacy Notice

Parental Involvement and Engagement Census

2021-2022

Who we are

Renfrewshire Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at Renfrewshire House, Cotton Street, Paisley PA1 1AN. The Council's Data Protection Officer, Allison Black, can be contacted at dataprotection@renfrewshire.gov.uk

Why we need your personal information

The purpose of the Parental Involvement and Engagement Census is to understand how well local authorities are engaging with the parents/carers of their school children. Research shows that when parents are involved in their child's learning, children do better at school and throughout their lives. We would like to get an idea of how you feel about your child's school and to give you a chance to reflect on the partnerships you are experiencing. Participation in this survey is entirely voluntary.

We need this information about your views in order to:

- plan and deliver better policies for the benefit of all pupils;
- better understand some of the factors which influence pupil attainment and achievement;
- share good practice; and
- target resources better.

Legal basis for using your information

We provide education services as part of our statutory function as your local authority. As such, processing your personal information in relation to the Parental Involvement and Engagement Census is necessary for the performance of a task carried out in the public interest of the Council. You can find out more details about our role at:

<https://www.renfrewshire.gov.uk/privacypolicy>.

Who do we share your information with?

For the purposes of the Parental Involvement and Engagement Census, we will share your information with the Scottish Government. The Scottish Government, in turn, may allow third party organisations, such as researchers or charities, access to this information. More information about the role of the Scottish Government in this data collection can be found here: <https://www.gov.scot/publications/parental-involvement-and-engagement-census/>

How long do we keep your information for?

We only keep your personal information for the minimum amount of time necessary. Sometimes this time period is set out in law, but in most cases, it is based on the Council's business need. We maintain a Records Retention Schedule which sets out how long we hold different types of information for. You can view this on our website here:

<https://www.renfrewshire.gov.uk/media/4584/Records-Retention-Schedule/pdf/RenfrewshireCouncilRetentionSchedule.pdf>

Once the Council no longer needs to keep your information, it will be securely destroyed.

Your information rights

You have the following rights:

- The right to be informed about how your information will be used.
- The right of access to your personal information.
- The right to rectification, which is the right to require the Council to correct any mistakes.
- The right to request the erasure of any personal information held by the Council where the Council no longer has legal reason to hold the information.
- The right to request that your information is only processed in certain ways.
- The right to data portability.
- The right to object to the Council processing your personal information.

Please note that these are not absolute rights as there may be circumstances where the Council is legally obliged to process your information in a particular way.

Complaints

When we ask you for information, we will abide by all relevant legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. However, if you are unhappy with the way we process your personal data you have the right to complain. Any complaints regarding your data should be addressed to the Data Protection Officer, Allison Black who can be contacted by email at: dataprotection@renfrewshire.gov.uk

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

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

If you do not have access to the internet, you can contact us on 0300 300 0300 for hard copies of any of this information.