

Monday, 21 August 2017

Dear Parent/Carer,

The Council is required to keep its information on school pupils up to date. To help us do this please can you:

1. Check over the information we hold on the enclosed form
2. Make any changes as required on the form.
3. Sign and date at the bottom of the page. Please do this even if there are no changes.
4. Return to your school **as soon as possible**.

**Why do we need this information?**

We need this information for different reasons. We need to make sure that we provide services that are suitable to everyone. We also need to understand more about all of the different people who live here or attend our schools. We have legal duties to show what we are doing in education to make sure that all children are being treated fairly and are making good progress. Working alongside Skills Development Scotland we are also committed to ensuring that all young people leaving school receive good quality career information, advice and guidance and are supported towards a positive destination.

**Who uses the information?**

The information is used by Communities and Families for research, statistical comparisons and to inform planning for future services. It is used by the Scottish Government through the ScotXed project, Skills Development Scotland, Parent Pay and NHS for immunisation programmes.

**What information do we ask for?**

Via ScotXed we collect basic information for every pupil from P1 to S6 who is attending school in September 2016. This includes: date of birth, gender, main home language, disability, ethnicity, national identity, asylum seeker/refugee status, English language level, post code and start date. A full list of information that is sent to the Scottish Government can be obtained from their website <http://www.gov.scot/Topics/Statistics/ScotXed>.

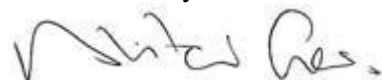
**Who can see the information?**

No personal information is shared without your consent. When we produce reports on the details you have given us, it will never be possible to identify you or your child(ren) on an individual basis. The Council is registered under the Data Protection Act (1998) and this covers all schools and Communities and Families functions. The Council is the owner of any data provided to it for its legitimate purposes and holds all information on a confidential basis.

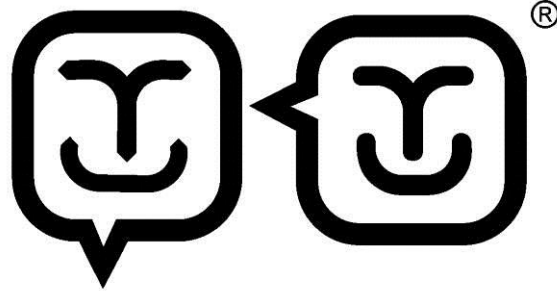
We hope that these explanations will help you to understand the importance of providing the information but please contact us if you require any further details. However you retain the right to not disclose this information.

Thank you for your co-operation.

Yours faithfully



Alistair Gaw  
Executive Director of Communities and Families



# HAPPY TO TRANSLATE

ترجمے کے لئے حاضر آنندےر সঙ্গে अनुवाद करव

يسعدنا توفير الترجمة MOŻEMY PRZETŁUMACZYĆ 很樂意翻譯

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