

Privacy Notice for schools: Trends in International Mathematics and Science Study

This notice provides details of what information we collect from you what we do with it, and who it might be shared with.

1. Identity and Contact Details of the Controller and Data Protection Officer

The Scottish Government, operating under the legal entity of the Scottish Ministers, is the controller for the personal information we process, unless otherwise stated.

For general inquiries:

- **Telephone:**
 - From the UK: 0300 244 4000 (0300 numbers are geographically neutral)
 - International callers: +44 131 244 4000
 - Text relay service: 18001 + 0300 244 4000 (for the hard of hearing)
- **Email:** ceu@gov.scot
- **Post:** Scottish Government
St. Andrew's House
Regent Road
Edinburgh
EH1 3DG

For data protection matters, contact our Data Protection Officer:

- **Email:** DataProtectionOfficer@gov.scot
- **Post:** Please mark the envelope 'Data Protection Officer' and send it to the address above.

2. Why Do We Collect This Information?

We collect personal information for the following purposes:

- To analyse data for research purposes related to the TIMSS 2027 Study.
- To contact participants regarding their involvement and progress in the research study.

The legal basis for processing this information is the performance of a task carried out in the public interest or in the exercise of official authority. This means that the reason we are allowed to collect and use your information is because we are doing something important for the public. In other words, we are gathering and using this data to help improve things for everyone, like making better decisions or providing important services, and this is something the law allows us to do as part of our official responsibilities.

3. What Information Do We Collect About You?

We may collect and process the following data:

- **Contact Information:** Name, email address, telephone number.
- **Personal Information Related to Participation:**
 - Demographic information such as age, sex,
 - Information from questionnaires and assessments related to your education, training and experiences teaching.
- **Communications:**
 - Copies of communications with us and our responses.

4. Who Do We Share Your Information With?

Sometimes we need to share personal information with other organisations. This could include companies like Pearson UK, who are helping us with the project, and other organisations they work with. We may also share information if it is needed to protect you or someone else from harm.

Whenever we share information, we make sure it follows the Data Protection Act 2018. For this project, the Scottish Government has employed Pearson UK to manage your personal data on our behalf.

After you have taken part in TIMSS 2027, Pearson UK will pseudonymise your personal data. This means they will remove your name and anything else that could identify you or your school, replacing it with a code. This coded data is then shared with organisations in other countries and combined with information from teachers and pupils in about 60 other countries taking part in TIMSS.

5. Will We Send Your Information Outwith the UK?

No personal data will be transferred outside the UK.

For TIMSS 2027, data shared with organisations based outside the UK is anonymised or de-identified before transfer. This means that no one can be identified from the data provided, and therefore it is not considered personal data under UK GDPR.

6. How Long Do We Keep Hold of Your Information?

We retain personal information only for as long as necessary to fulfil the purposes outlined above. Data will be securely deleted or anonymised in accordance with our data retention policies once it is no longer needed.

"Anonymised" means that personal information is changed so that it can no longer be linked back to you. This means that after we anonymise the data, no one will be able to tell that the information was about you or your school specifically.

7. How Do We Get Your Information?

Personal information is collected:

- **Directly from You:** When you participate in our research or contact us.
- **Indirectly from Organisations:** When organisations, such as your school or local authority, provide your details in response to our request for research participation.

8. What Are My Rights in Relation to the Information Held About Me?

Under data protection law, you have the following rights:

- **Access:** You can ask to see all the personal information we have about you. However, if giving you access would harm someone else's privacy or if your request is unreasonable, we might not be able to provide everything.
- **Rectification:** If you think any of your information is wrong or incomplete, you can ask us to fix it.
- **Erasure:** You can ask us to delete your information, but only in certain situations. For example, if we no longer need it, if you withdraw your consent, or if you believe it's being used unlawfully. But we might need to keep some data for legal reasons.
- **Restriction:** You can ask us to stop using your information in some cases, like if you think it's incorrect or if you disagree with how we're using it. We can keep the data but won't use it until the issue is resolved.
- **Objection:** You can object to us using your information if we're using it for reasons like public interest or our legitimate interests. If we have strong reasons to continue using it, we might do so despite your objection.
- **Portability:** You can request your data in a format that's easy to move to another organisation, or you can get it yourself. This applies if we're using your data based on your consent or a contract, and if the data is handled electronically. It doesn't apply in all cases, especially if we have other legal reasons for keeping it.

No charge applies for exercising these rights. Please contact us at dpa@gov.scot or call 0300 244 4000 to make a request. We will respond within one month.

9. Do I Have a Right to Complain About the Way Information Has Been Used?

If you have concerns about our handling of your personal data, please contact our Data Protection Officer at DataProtectionOfficer@gov.scot. If you are not satisfied with our response, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

The Information Commissioner

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 08456 30 60 60

For more information, visit ICO's complaints webpage.