

57786 The Handling of Pupil Data

Does the Edinburgh council hold or collect data about a pupil's sex at birth?

Yes. Information about school pupils is collected by the City of Edinburgh Council and entered into (and processed by) the educational management information system used by all local authorities in Scotland.

If yes, how is this data obtained?

The attached guidance is provided to Council staff to instruct them in collecting and entering information into the database. As noted, a birth certificate or, failing that, passport is used for information collection purposes.

Please provide details on:

- a. All data fields related to a pupil's gender and sex

There is a single data field marked 'sex'.

- b. How these specific data fields are kept up to date

The attached guidance is provided to Council staff to instruct them in collecting and entering information into the database.

- c. If and how this data is shared with schools in Edinburgh. Please provide copies of the relevant data sharing agreements and data retention policies.

Relevant staff at schools operated by the City of Edinburgh Council have access to the database to view the data. As these schools are part of the City of Edinburgh Council, there are no data sharing agreements required or in place.

The Council's Data Retention Schedule is published on our website at:

<https://www.edinburgh.gov.uk/downloads/download/12956/records-management-policy>