



# Glasgow City Council Education Services

# Research Evaluation Questionnaire

## PROJECT TITLE

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## RESEARCHER'S DETAILS

Name of Researcher	
Designation	
GCC Employee (Y / N)	
Organisation	
Address	
Email	
Daytime Phone Number(s)	

## INTRODUCTION

In Glasgow City Council Education Services there is a policy of evaluating all requests for research access made to the department or any section of it.

This is intended to co-ordinate and organise research proposed or being carried out within Education Services. This will also avoid any excessive demands on staff resources and ensure the protection of client confidentiality.

In order to reach a decision regarding your request for access we need information on your proposal. This should be provided in the questionnaire attached. Please provide as much detail as possible and include all relevant supporting documentation, such as questionnaires, focus group questions, parent and pupil consent forms and any other additional information relating to the research.

Please refer to **Appendix 1: Education Services Research Evaluation Criteria** for further information and guidance on the process.

There is also a leaflet available entitled “**Get Your Facts Right**” produced by pupils from a local secondary school, which is a guide to involving young people in social research. This can be found online alongside this application form or can be requested from the Performance, Planning and Research Team.

We apologise if any of the information this form requires duplicates information given in your initial approach to the department but would assure you that your co-operation in this will assist us in arriving at a speedier conclusion.

## THE PROCEDURE

On receipt of your completed application, your proposal will be considered by the Education Services Research Group (ESRG) where a recommendation will be made. You will then be informed as soon as possible thereafter of the decision.

Researchers must not approach schools to participate in a research project until an application has been made and appropriate approval has been granted by the Education Services Research Group.

Please return your completed questionnaire and address any queries to:

Strategic Support Services  
Performance, Planning and Research Team  
Education Services  
Glasgow City Council  
City Chambers East  
40 John Street  
Glasgow, G1 1JL  
Email [PPR@education.glasgow.gov.uk](mailto:PPR@education.glasgow.gov.uk)

## 1. CLEARANCE

Have you submitted your proposal elsewhere?

Has it been accepted?

Do you intend to submit the proposal elsewhere?

Has the proposal been approved by your organisation's/university's ethics committee?

YES  NO

Research applications will not be considered by the ESG until approval has been received from the relevant ethics committee. Please include a copy of the ethics committee approval with your application.

**Please note:** Approval received from your organisation's/university's ethics committee does not guarantee approval from Education Services. We have our own application process and research criteria that must be met before approval will be granted.

## 2. THE PROJECT

Overall aim of the project:

What methodology is to be applied?

## 3. VALUE TO GLASGOW CITY COUNCIL EDUCATION SERVICES

How does your project fit in with Education Services strategic priorities?  
These are detailed in Appendix 1: Education Services Research Evaluation Criteria

**4. INFORMATION SOUGHT**

What is the nature of the information (and/or records) to which access is sought?  
 Please explain as fully as possible.

**5. EDUCATION SERVICES INVOLVEMENT**

Please state, as specifically as you can, the Education Services establishments, staff and pupils from whom you will need time, how much time, and for what purpose.

**ESTABLISHMENTS**

Please list all Glasgow City Council establishments you wish to ask to participate in your research. If you are not able at this stage to name specific establishments then please confirm the sector i.e. Primary/Secondary/ASL.

**INPUT FROM STAFF**

STAFF (for example, Head Teacher, Principal Teacher)	DETAILS OF PARTICIPATION (for example, interviews, focus group, survey completion)	DURATION (for example, 2 hours, 5 x 1 hour)	WHEN (for example, late May/ early June)

Glasgow City Council Education Services  
**Research Evaluation Questionnaire**

<b>INPUT FROM PUPILS</b>			
<b>PUPILS</b> (for example, 10 x S6 pupils / P1 and P3 pupils)	<b>DETAILS OF PARTICIPATION</b> (for example, interviews, focus group, survey completion)	<b>DURATION</b> (for example, 2 hours, 5 x 1 hour)	<b>WHEN</b> (for example, late May/ early June)

Please tick as appropriate.

Have you carried out a pilot study?       Is this a pilot study?

## **6. DATA PROTECTION AND CONFIDENTIALITY**

The council is committed to adhering to the General Data Protection Regulations and the Data Protection Act 2018. In the event that you are granted research access please note that you will require to comply with this legislation.

**How will this information be used?**

**How long will this information be stored (manual files/computer systems etc.) and for how long?**

**What assurances can you give that clients, staff or premises would be non-identifiable in any published material?**

**Will anyone else see any data or information collected in its raw form?**

Do you have current PVG/Disclosure certification? YES  NO

You must provide copies of your current certification to the Performance, Planning and Research team at the point of application.

You will also be asked to provide proof of your certification to schools prior to the commencement of your research if it involves pupils.

## **7. REPORT**

When is your final report due?

Please note a copy of your report must be sent to the Performance, Planning and Research Team upon completion of your research.

## **8. ADDITIONAL SUPPORTING INFORMATION**

Please use this section to add any further information which you feel would assist us in consideration of your request or enclose supporting information with your completed form.

## 9. RESEARCH CONTRACT

1. I confirm that the above details are correct and that I will inform Education Services if there is any change to the proposal agreed.
2. I confirm that if there is any disagreement over the interpretation of the results that this will be noted in any publication.
3. I also confirm that a copy of the research report will be provided to Education Services prior to publication.
4. I can confirm that I will comply with the General Data Protection Regulations and the Data Protection Act 2018. I confirm that clients, staff, pupils and premises will be non-identifiable in any published material.

Researcher's Name

Researcher's Signature

Date

If applicable:

Project Supervisor or Line Manager's Name

Project Supervisor or Line Manager's Signature

Date

### **Privacy Notice**

The personal data you have provided on this form will be used by Glasgow City Council for the purposes of the General Data Protection Regulations and the Data Protection Act 2018 in order to process your request to conduct research in Glasgow City Council schools and manage our records. The information will be held securely by the Council and will be treated as confidential except where the law requires it to be disclosed. By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

## 10. APPLICATION CHECKLIST

1. All sections of the application form completed to provide as much information as possible?
2. Copies of all survey questionnaires, interview questions and focus group questions to be used in the project submitted along with application?
3. Copies of all parental and pupil consent forms submitted along with the application?
4. If research involves pupils has a copy of your current PVG/Disclosure certificate been included?
5. Written confirmation of ethical approval for the research from the relevant ethics committee?

**Please note that applications will not be approved until all of the above information has been submitted (as applicable)**

Please refer to **Appendix 1: Education Services Research Evaluation Criteria** for further information on how to complete and submit your application.

If you require any additional information or assistance with your application, please contact the Performance, Planning and Research team at - [PPR@education.glasgow.gov.uk](mailto:PPR@education.glasgow.gov.uk)

If your research involves pupils, please refer to the document entitled - **“Get Your Facts Right”** (a guide to social research) which has been produced by pupils and will provide further guidance on how to approach research in Glasgow City Council establishments.





## **Request to Conduct Research in Educational Establishments Privacy Statement**

### **Who we are**

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom. Contact details for our Data Protection Officer can be found on our website at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy).

### **Why do we need your personal information and what do we do with it?**

You are giving us your personal information to allow us to assess your request to conduct research in educational establishments within Glasgow City Council. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

### **Legal basis for using your information**

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website. Processing your personal information is necessary for the performance of a contract with you (or to take steps to enter into a contract with you). If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

### **Who do we share your information with?**

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this.

We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

### **How long do we keep your information for?**

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website or you can request a hard copy from the contact address stated above.

### **Your rights under data protection law**

#### ***Access to your information***

You have the right to request a copy of the personal information that we hold about you.

#### ***Correcting your information***

We want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.

#### ***Deletion of your information***

You have the right to ask us to delete personal information about you where:

1. You think that we no longer need to hold the information for the purposes for which it was originally obtained
2. You have a genuine objection to our use of your personal information - see Objecting to how we may use your information below
3. Our use of your personal information is contrary to law or our other legal obligations.

## Glasgow City Council Education Services Research Evaluation Questionnaire

### ***Objecting to how we may use your information***

You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

### ***Restricting how we may use your information***

In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data.

Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

### **Complaints**

If you do not have access to the internet you can contact us on 0141 287 1055 to request hard copies of any of the above documents.

We aim to directly resolve all complaints about how we handle personal information. However, you also have the right to lodge a complaint with the Information Commissioner's Office. Contact details for our Data Protection Officer and for the ICO can be found on our website under [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy).

### **More information:**

For more details on how we process your personal information visit [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy)

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website.