

**Hands Up Scotland Data Request Form**

**Your details**

Please provide the following basic details about yourself.

|  |  |
| --- | --- |
| **Name** |  |
|  |  |
| **Job Title** |  |
|  |  |
| **Organisation** |  |
|  |  |
| **Address** |  |
|  |  |
| **E-mail** |  |
|  |  |
| **Telephone** |  |

**Research description**

Provide a brief overview of your research, in particular your key aims and objectives.

|  |  |
| --- | --- |
| **Title** |  |
|  |  |
| **Purpose** |  |
|  |  |
| **Sponsor** |  |

**Methodology**

Outline your research requirements, including how you plan on conducting your research and the timescales involved.

|  |  |
| --- | --- |
| **Methodology** |  |
|  |  |
| **Timescale** |  |
|  |  |
| **Contractors** |  |

**Data requirements**

Please identify what data you require from Hands Up Scotland. You may request access to individual schools, school types, an entire local authority or several local authorities.

Further information on the data available within Hands Up Scotland is contained in the Hands Up Scotland national reports available on [Sustrans' website](https://www.sustrans.org.uk/scotland/hands-up-scotland-survey).

|  |  |
| --- | --- |
| **Local Authority/Authorities OR school name(s)** |  |
|  |  |
| **School type(s)** |  |
|  |  |
| **Survey year(s)** |  |

|  |  |
| --- | --- |
| **If you would like to request ongoing access to the above detailed Hands Up Scotland Survey data, please indicate this here. Please note that if the purpose of your study or project changes in the future, you would need to submit a new data request form.** | **Y / N** |

Please note, we may recommend that data is not provided, or is modified in some way, to protect the confidentiality of our respondents.

**Timeline**

Please give a prospective date by which you hope to receive data from Hands Up Scotland.

We would expect to be able to turn around a simple dataset request in a two to three week period, though more complex requests may take longer. Please note that turnaround time will also vary depending on our available resources, particularly at busy times.

|  |  |
| --- | --- |
| **Prospective Date** |  |

**Justification and Outcomes**

Please provide justification for the use of a Hands Up Scotland dataset (as opposed to other alternatives), and how you propose using the resultant analysis.

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| --- | --- |
| **Use of Hands Up Scotland** |  |
|  |  |
| **Outcomes** |  |

**Signed declaration**

I have read, understood and agreed to the terms and conditions as set out in the Hands Up Scotland Data Request Pro-forma and Guidelines document.

If submitted via email by the person noted in this Pro-forma declaration, a printed name and date will be taken in place of a signature.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Date** |  |
|  |  |
| **Signature** |  |

 **Please send the completed form to:** **HandsUpScotland@sustrans.org.uk**