

## **Hands Up Scotland Data Request Guidelines**

### **Overview**

The purpose of this paper is to set out advice and guidance in requesting access to a customised Hands Up Scotland dataset, to allow detailed analysis to be undertaken. The accompanying data request form sets out the information required by Sustrans' Schools Research and Monitoring Unit (designated providers of the Hands Up Scotland Official Statistic), to assess the rationale and usage of the dataset, before granting approval for access to the requested data.

### **Background**

The Hands Up Scotland Survey is the largest national dataset to look at mode of travel to school across Scotland. The Survey is a joint project between Sustrans and Scottish local authorities. The Survey was first conducted in 2008 in partnership with School Travel Co-ordinators across Scotland. Since 2008, the process has been repeated annually using the same methodology.

The Hands Up Scotland Survey takes place in the autumn of each year. Data collection is conducted by schools, instructed by their local authority officer, with support from Sustrans. Data collection takes place in the same week in September each year.

The question asked in the Hands Up Scotland Survey is, 'How do you normally travel to school?', with the following response options: Walk, Cycle, Scooter/Skate, Park and Stride (driven part of the way and walk the rest), Driven, Bus, Taxi and Other. Completed forms are either submitted directly to Sustrans online or are returned by the school to their local authority, who collate school-level datasets and return the data to Sustrans. Overall collation, analysis and reporting is conducted by Sustrans' Research and Monitoring Unit.

### **Accessing Hands Up Scotland Data**

The simplest way to view Hands Up Scotland results is to examine the reports that have already been published. The most recent, published Hands Up Scotland National Results (xls) and National Results Summary (pdf) are currently available on [Sustrans' website](#). These documents contain data for all published years of the survey. Publication of these documents takes place in May.

Where these documents do not provide the information you require, or where the data is not provided in a usable format, a data request can be submitted. This should allow users to undertake more detailed analyses for a specific project. Such requests should be made to Sustrans' Research and Monitoring Unit.

## Data Availability

All local authorities are invited to take part in the national Hands Up Scotland Survey. Detailed sample size information is available in Tables 1.1 – 1.7 of the Hands Up Scotland National Results (xls) document available on [Sustrans' website](#).

The response rates as a percentage of the school roll have been calculated using the Scottish Government's school statistics. These percentages have been calculated for state primary, secondary and SEN schools, and aggregate figures for all state schools have been reported on a national level. Response rates as a percentage of the school roll are not available for independent or nursery schools. This is because the Scottish Government does not collect school roll data for these school types, therefore it is not possible to calculate the response rates from pupils at these schools as a percentage of the equivalent national school roll. This limitation also applies at a local authority level.

It is important to note that the same local authorities and schools may not respond each year. Where data is not available, values are replaced with a dash (-). As we do not record the names of respondents, we do not know whether the same pupils are responding every year. The data is not weighted to take this into account therefore this may impact on the results.

At the request of the Scottish Government, the following method of data suppression was used for data confidentiality purposes:

**Data suppression:** All percentages representing a value (i.e. number of pupils) between 1 and 4 have been blanked out with an asterisk (\*).

**Secondary suppression:** In a row where only one percentage value has been suppressed, a second value has also been blanked out with an asterisk. This method of data suppression ensures that it is not possible to calculate the original figures with certainty.

Due to rounding, row percentages may not always add up to 100%.

Where the sample size is small (totalling less than 100), care should be taken when interpreting results. It should also be noted that there are instances where sample sizes are small due to the size of the local authority. Moreover, fields/local authorities with a small number of responses may see large changes in percentages between years.

It should be noted that weather conditions have an impact on travel choices. As the survey is carried out over a short one week period, potentially differing weather conditions may impact upon travel behaviours each year, although the phrasing of the question – 'How do you usually travel to school?' – aims to overcome this limitation as much as possible.

## **How do I request data?**

You should complete a data request form and send it to the Hands Up Scotland Survey Team, within Sustrans' Research and Monitoring Unit. By signing and submitting this form, you are confirming that you agree to the terms and conditions as set out in the next section.

The form also outlines the range of information we require to enable a decision on releasing the required information. Please submit either a signed hard copy or an electronic copy to Sustrans' Research and Monitoring Unit.

Please note, a soft copy of the form can be submitted – in which case your printed name and the date will be accepted without the need for a signature. However, the email must be submitted by the person responsible for signing the form declaration.

To submit an electronic copy, please forward it to the following email:

[HandsUpScotland@sustrans.org.uk](mailto:HandsUpScotland@sustrans.org.uk)

Any hard copies should be printed, signed and sent to the following address:

**FAO Lisa Gallacher**  
Sustrans Scotland  
Rosebery House  
9 Haymarket Terrace  
Edinburgh  
EH12 5EZ

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.

## Terms and Conditions

If your data access request is successful, the relevant Hands Up Scotland data will be supplied to you by the Scottish Government under the following conditions:

- The data are to be used **only** for analysis purposes and for the requirements of the stated project;
- Results of this analysis may be published, but copies of, or extracts from the data, must **not** be made available to anyone other than those carrying out analysis for your specific project at your organisation. Unless this has been agreed with Sustrans and the Local Authority concerned;
- Any published results of the analysis must cite the original source of the data.
- The data provided must be treated as confidential, and their storage and use must align with General Data Protection Regulation (GDPR);
- Only people working for, or with you on your specific project at your organisation should have access to the data, and any staff given access to the data must be made aware of the conditions of its use;
- You must provide the names of individuals who are likely to access the data prior to the data access arrangement being agreed, and complete a provided audit trail template to track access;
- Individuals must **not** be identified using the results or in any outputs produced using the Hands Up Scotland dataset. For data confidentiality purposes, the methods of data suppression and secondary suppression detailed above in **Data Availability** must be reflected in the results or in any outputs produced using the Hands Up Scotland dataset.
- All data should be deleted on completion of the project, covering both the original data transferred and any subsequent copies you produce;
- Sustrans' Research and Monitoring Unit should be kept informed of any outputs arising from the follow-up research using the Hands Up Scotland email address ([HandsUpScotland@sustrans.org.uk](mailto:HandsUpScotland@sustrans.org.uk)).
- The results from any analysis must be shared with Sustrans and the Local Authorities concerned 3 working days prior to being published in the media to give the opportunity for a quoted response to be included in an accompanying article.

**Sustrans' Research and Monitoring Unit**

[www.sustrans.org.uk](http://www.sustrans.org.uk)