

20 March 2022

Language

Scotland's Census 2022

Help and information

► **Keeping your information secure and confidential**

Your census return will be kept secure and will be confidential for 100 years.

It is against the law for anybody who works on the census to make public any personal details from the census during the 100-year period.

Find out more by visiting

www.census.gov.scot/your-privacy

► **Benefits of census**

The census is the only count of everybody who lives in Scotland.

Census information informs public services that we all use. This means it is very important that the census is as complete as possible.

This can include how money will be spent in your local community on:

- schools where our children are educated
 - roads we all drive on every day
 - healthcare we will all rely on
-

► **Your responsibility**

Every household in Scotland must complete the census questionnaire.

As a householder, you have a legal responsibility to complete the questionnaire. You may be prosecuted if you:

- refuse to complete the questionnaire

- neglect to answer a question (other than those shown to be voluntary)
- provide a false answer to a question
- sign a false document

In some cases you may receive a criminal record and fine. Your responses do not otherwise affect your legal rights, obligations or status, or those of the people to whom the responses relate.

The householder is the person who lives, or is present, at this address who owns/rents (or jointly owns/rents) the accommodation and/or is responsible (or jointly responsible) for paying the household bills and expenses.

A household can be one person living alone, or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area.

If there is no householder or none of the householders are able to complete the questionnaire visit

www.census.gov.scot/asking-for-help or call our helpline free on **0800 030 8308**.

► **Language support**

This booklet provides a translation to help you complete a paper household questionnaire (household questionnaire) in English. Record your answers on the English version. If you do not already have a paper questionnaire, request one online at **www.census.gov.scot/paper** or by calling our helpline free on **0800 030 8308**.

► Who to include

The questionnaire asks for details about everyone who usually stays at this address.

► When to complete the census

Complete your census questionnaire as soon as you receive your letter.

► Completing an individual questionnaire

Any member of the household aged 16 or over can use an individual questionnaire to provide answers in private.

If a person chooses to complete an individual questionnaire you must still include them as a household member on the household questionnaire.

We will use answers from an individual questionnaire if they are different from those on the household questionnaire. The household will not be informed of the request to complete an individual questionnaire. Visit

www.census.gov.scot/individual or call our helpline free on **0800 030 8308**.

► What if I have a large household?

Online is the easiest way to complete your census if you have a large household.

If you prefer to complete on paper, contact us to request a continuation questionnaire. This will let you record all members of your household on paper.

► If you have more than one address or if nobody stays at this address

You may have more than one address or own more than one property. If so, you must complete a household questionnaire for every address you have in Scotland.

You will only need to complete the full census questionnaire at your permanent or family home.

If this address is used as a business or is not where you usually stay, call our helpline free on **0800 030 8308**.

Help and support

For help and support, and translation support:



Visit us online
www.census.gov.scot



Call our helpline free on
0800 030 8308



Use text relay
18001 0800 030 8308



British Sign Language users can contact us by using
contactscotland-bsl.org



Need help in another language?
Call our free language support line on **0800 030 8333**

Other formats available:



Translated guidance



Easy read



BSL videos



Audio



Large print



Braille

Our helpline is open from 28 February to 1 May 2022

Monday to Friday: 8am to 8pm

Saturday and Sunday: 9am to 4pm

19 and 20 March: 8am to 8pm

Scotland's Census 2022 Data Protection Privacy Notice ►

Introduction

This Privacy Notice tells you what to expect when you take part in Scotland's census. It tells you what personal information we collect, why we collect it, how we use it, who we share it with and how we protect it.

Purpose of the census

Scotland's census is the official count of every person and household in the country. It usually takes place every 10 years to enable the Scottish Government and other public bodies to gather vital information to help make decisions and design services on things like schools, roads and hospitals in your local community.

Data collected by the census

The census will ask you a range of personal questions about you and your property. The most identifiable data we collect will be your name, date of birth and address. We will ask for this information during the census to help us count the relevant individual(s) and household once. This information will help us to provide data about the age of Scotland's population and the population levels across the country.

Other personal information we may collect

If you contact us using the contact form on our website or through our helpline we may also ask for some personal information so we can reply to you. This may be your name, email address, phone number. For other types of enquiries, we may ask for further details.

How we will collect the data

For the census all information will be collected online, via a paper questionnaire, or over the telephone.

Lawful basis for processing

We will collect this information as a legal requirement of the Census Act 1920. The lawful basis for the collection and processing of personal data for the census is the 'public task' basis – the exercise of official authority vested in the Registrar General for Scotland as the data controller (Article 6(1)(e) of the UK General Data Protection Regulation (UK GDPR)).

The processing of special category personal data is lawful because the processing is:

- for reasons of substantial public interest in UK law (UK GDPR – Article 9(2)(g))
- necessary for scientific or historical research or statistical research purposes (UK GDPR – Article 9(2)(j)) in accordance with safeguards required by Article 89(1) of UK GDPR and Section 19 of the Data Protection Act 2018

Retention and disclosure of data

All census data will be kept secure and confidential for 100 years. The data will not be disclosed without lawful authority. Before we publish the data, we remove all personal information. This means you cannot be identified by any of the census data we publish. Census data may be accessed by approved researchers for projects with demonstrable public benefit. All access will be provided appropriate safeguards to preserve data confidentiality.

Your legal rights

You have a legal responsibility to complete the census questionnaire. You may be prosecuted if you refuse to complete the questionnaire or neglect to answer a question (other than those shown to be voluntary), provide a false answer to a question, or if you sign a false document. In some cases, you may receive a criminal record and fine. Your responses do not otherwise affect your legal rights, obligations or status, or those of the people to whom the responses relate. The questions about trans status or history, sexual orientation, and religion are voluntary. You do not have to answer these questions if you do not want to.

Due to the nature of the census, your rights as a data subject are significantly restricted. If you wish to complain or exercise your data subject rights in accordance with the UK GDPR, the Data Protection Act 2018 or any other legislation, please contact us. If you consider the processing of your data to still be inappropriate or unlawful after receiving our response, you have a right to lodge a complaint with the Information Commissioner's Office (ICO) by visiting them at www.ico.org.uk/make-a-complaint or by contacting the ICO by telephone on **0303 123 1113**.

Data controller

The Registrar General for Scotland is the data controller for the information we collect and process. You can contact them via our Data Protection Officer at:

Data Protection Officer
National Records of Scotland
HM General Register House
2 Princes Street
Edinburgh, EH1 3YY

Tel. No. 0131 535 1314

Email: dataprotection@nrscotland.gov.uk

Review and changes to this notice

This Privacy Notice is kept under regular review. The last review was 28 July 2021.

Extra guidance for household questions ▶

This guidance is provided to help you answer questions about people in your household in questions **H1** to **H5** on **page 3** of the household questionnaire.

▶ Children with parents who live apart

Record children with parents who live apart as usually living at the address where they **spend the most time**. At this address, answer all relevant individual questions for these children.

Children with parents who live apart may spend an equal amount of time at each parent's address. In this case, use the address where they are on the night of 20 March 2022.

If your child is staying with you on the night of 20 March 2022 but does not stay with you most of the time, record them as visiting or staying on the night of 20 March 2022.

▶ Students and schoolchildren who live away from home during term-time

Include students and schoolchildren who usually live away from home **for four or more nights per week** during term-time on the questionnaires for **both** their home and term-time addresses. Include them in:

- household questions (**H1** to **H6**) and individual questions (**1** to **7**) at their home address, and
- household questions (**H1** to **H6**) and individual questions (**1** to **44**) at their term-time address

Those who live away for **three nights or fewer** must be included on the questionnaire for their home address only.

▶ People from outside the UK

Include people who will be in the UK for **six months or more** as usually living at the address where they usually stay in the UK. They must be included in household questions (**H1** to **H6**) and individual questions (**1** to **44**).

Include people who will be in the UK for **less than six months** as a visitor at the address they are staying on the night of 20 March 2022. They must be included in questions **H4**, **H5** and **V1** to **V4**.

▶ No-one is staying at this address on the night of 20 March 2022

If the whole household is away on 20 March 2022, complete the questionnaire as soon as possible when you come back. Complete the questionnaire as if you had been at the address on the night of 20 March 2022.

If no-one usually lives at this address, and no-one is staying on the night of 20 March 2022, the householder must answer questions **H7** to **H10** on **page 6**. They must print their name below their signature on **page 1**.

► People temporarily away from home

If someone is temporarily away on the night of 20 March 2022, include them as usually living at this address **if this is their permanent or family home**. Include them in household questions (**H1** to **H6**) and answer individual questions (**1** to **44**) about these people.

This includes people who are:

- staying, or expecting to stay, in somewhere like a hospital, care home or hostel, **for less than six months**
- living away from home while working, on holiday or travelling (unless outside the UK for 12 months or more)
- members of the Armed Forces
- staying at their second address
- visiting friends or relatives; or
- in prison on remand (**for less than six months**), awaiting sentence, or **sentenced to less than 12 months** in prison

Do not include anyone who is:

- staying, or expected to stay, in somewhere like a hospital, care home or hostel, **for six months or more**; or
- in prison on remand **for six months or more**, or convicted and **sentenced to 12 months or more**

These people will be included in a census questionnaire at the place they are staying.

► All of the people staying at this address usually live somewhere else

If all the people staying at this address on 20 March 2022 usually live somewhere else, write zero for question **H2**, and answer questions **H4** and **H5**. Then answer questions **H7** to **H10** on **page 6** and questions **V1** to **V4** on the back page.

The householder must print their name below their signature on **page 1**.

► People with more than one address in the UK

People with more than one address in the UK must be included as usually living at their permanent or family home, even if they are not there on 20 March 2022.

People staying at their second address on the night of 20 March 2022 must also be included at their second address as visiting or staying at that address on the night of 20 March 2022.

People who do not have a permanent or family home address must be included as usually living at the address where they spend the most time.

► The options offered do not fit my household. How do I answer?

See question **H1** for examples of who should be included as usually living at an address. The list is not complete and some categories may overlap. Include anyone who fits into one or more of these examples.

If someone in your household fits into more than one category you can tick more than one box. For example, someone may be both a student and a family member. Only count this person once in your answer to question **H2**.

For more guidance visit

www.census.gov.scot/who-to-include, or call our helpline free on **0800 030 8308**.

Important guidance — before you start

Who should complete this questionnaire

The householder is responsible for completing the census questionnaire and posting it back in the freepost return envelope provided.

The householder is the person who lives, or is present, at this address who:

- owns / rents (or jointly owns / rents) the accommodation and / or
- is responsible (or jointly responsible) for paying the household bills and expenses

A household can be:

- one person living alone, or
- a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area

If there is no householder, or if no householder is able to complete the questionnaire, visit www.census.gov.scot/asking-for-help or call our helpline free on **0800 030 8308** for more information.

If there is more than one household at this address, see the extra questionnaires section below.

Extra questionnaires

Individual questionnaire – any member of your household who is aged 16 or over can request an individual questionnaire. They can use this if they want to provide their information in private. Request it online at www.census.gov.scot/individual or call our helpline free on **0800 030 8308**. Include people who are completing an individual questionnaire in household questions **H1** to **H6** on this questionnaire. Leave individual questions **1** to **44** blank for these people.

Household questionnaire – if there is more than one household at this address, each household must complete a separate questionnaire online or on paper. Call our helpline free on **0800 030 8308** to request extra questionnaires.

Continuation questionnaire – if there are more than five people in the household, either complete the questionnaire online for the whole household or call our helpline free on **0800 030 8308** to request one or more continuation questionnaires.

How to fill in this questionnaire

This questionnaire will be scanned by a computer. To help us make sure we record your answers correctly, please:

- use a **black** ink ballpoint pen
- tick your answers **within** the box like this:
- print your answers, in English, within the boxes like this:

S	M	I	T	H															
---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- use capital letters – one per box
- correct any mistakes like this:

S	M	I	I	T	H														
--------------	---	--------------	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 or

S	M	I	I	T	H														
---	---	--------------	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- if a word will not fit on one line, continue on to the next line like this, if possible:

1	3	0		L	A	D	Y	W	E	L	L		C	R	E	S	C			
E	N	T																		

DO NOT draw a line through questions or pages. The computer may mistake this for an answer.

Household questions — people

H1 Who usually lives here?

◆ If you need more advice about who to include, see the extra guidance leaflet or contact us

◆ Tick **all** that apply

- Me, this is my permanent or family home
- Family members including partners, children and babies born on or before 20 March 2022
- Students and / or schoolchildren who live away from home during term-time
- Housemates / flatmates or lodgers
- People who work away from home within the UK, or are members of the Armed Forces, **if this is their permanent or family home**
- People staying temporarily who usually live in the UK but do not have another UK address
- People who usually live outside the UK who are staying in the UK for **six months or more**
- People temporarily away from home on the night of 20 March 2022

H2 Counting everyone you included in question H1, how many people usually live here?

H3 Starting with the householder(s), list the names of the people counted in question H2, including children and babies.

	First name(s)	Last name
Person 1	<input type="text"/>	<input type="text"/>
Person 2	<input type="text"/>	<input type="text"/>
Person 3	<input type="text"/>	<input type="text"/>
Person 4	<input type="text"/>	<input type="text"/>
Person 5	<input type="text"/>	<input type="text"/>

◆ If there are more than five people in this household, either complete the questionnaire online for the whole household or call our helpline free on **0800 030 8308** to request one or more continuation questionnaires

H4 Is there anyone staying at this address on the night of 20 March 2022 whose permanent or family home is elsewhere?

◆ Do not include anyone counted in question H2

◆ Tick **all** that apply

- People staying here because it is their second address, for example, for work or a holiday home. Their permanent or family home is elsewhere
- People who usually live somewhere else in the UK, for example, boy / girlfriends, friends, relatives
- People who usually live outside the UK who are staying in the UK for less than six months
- People here on holiday
- No-one else is staying at this address on the night of 20 March 2022 ➔ go to H6

H5 Counting only the people you included in question H4, how many people are staying at this address on the night of 20 March 2022 whose permanent or family home is elsewhere?

➔ Details for these people must be recorded on the back page

◆ If there are **only** people staying at this address on the night of 20 March 2022 whose permanent or family home is elsewhere, you must answer questions **H7 to H10** on **page 6** and questions **V1 to V4** on the back page

Household questions — relationships

Name of Person 3
 First name(s)
 ALISON
 Last name
 SMITH
 Relationship of Person 3 to Persons: 1 2
 Husband or wife
 Registered civil partner
 Partner
 Son or daughter
 Step-child
 Brother or sister

Name of Person 4
 First name(s)
 STEVEN
 Last name
 SMITH
 Relationship of Person 4 to Persons: 1 2 3
 Husband or wife
 Registered civil partner
 Partner
 Son or daughter
 Step-child
 Brother or sister

Name of Person 5
 First name(s)
 JAMES
 Last name
 SMITH
 Relationship of Person 5 to Persons: 1 2 3 4

 Mother or father
 Step-mother or step-father
 Grandchild
 Grandparent
 Other relation (including in-laws)
 Unrelated (including foster child)

Name of Person 3
 First name(s)
 Last name
 Relationship of Person 3 to Persons: 1 2
 Husband or wife
 Registered civil partner
 Partner
 Son or daughter
 Step-child
 Brother or sister
 Step-brother or step-sister
 Mother or father
 Step-mother or step-father
 Grandchild
 Grandparent
 Other relation (including in-laws)
 Unrelated (including foster child)

Name of Person 4
 First name(s)
 Last name
 Relationship of Person 4 to Persons: 1 2 3
 Husband or wife
 Registered civil partner
 Partner
 Son or daughter
 Step-child
 Brother or sister
 Step-brother or step-sister
 Mother or father
 Step-mother or step-father
 Grandchild
 Grandparent
 Other relation (including in-laws)
 Unrelated (including foster child)

Name of Person 5
 First name(s)
 Last name
 Relationship of Person 5 to Persons: 1 2 3 4
 Husband or wife
 Registered civil partner
 Partner
 Son or daughter
 Step-child
 Brother or sister
 Step-brother or step-sister
 Mother or father
 Step-mother or step-father
 Grandchild
 Grandparent
 Other relation (including in-laws)
 Unrelated (including foster child)

Household questions — accommodation

H7 What type of accommodation is this?

A whole house or bungalow that is:

- detached
- semi-detached
- terraced (including end-terrace)

A flat, maisonette, or apartment that is:

- in a tenement or purpose-built block of flats (including '4-in-a-block')
- part of a converted or shared house (including bed-sits)
- in a commercial building (for example, in an office building, hotel or over a shop)

A mobile or temporary structure:

- a caravan or other mobile or temporary structure

H8 Are all the rooms in this accommodation behind a door that only this household can use?

- Yes
- No

H9 How many bedrooms are available for use only by this household?

- ◆ Include all rooms built or converted for use as bedrooms

Number of bedrooms

H10 What type of central heating does this accommodation have?

- ◆ Central heating is a central system that generates heat for **multiple** rooms
- ◆ If the central heating is available please tick the box, whether you use it or not
- ◆ Tick **all** that apply

- No central heating
- Mains gas
- Other gas (including liquid petroleum gas and biogas)
- Electric (including storage heating)
- Oil
- Solid fuel (excluding wood)
- Wood or biomass (logs, pellets, chippings)
- Other renewable energy source (including electric and air heat pump systems)
- District or communal heat system
- Other

H11 If no-one usually lives here but there are people staying at this address whose permanent or family home is elsewhere

➔ record details for these people on the back page

If no-one usually lives here and no-one is staying at this address on the night of 20 March 2022, there are no more questions to answer

➔ remember to sign the declaration on the front page

H12 Does your household own or rent this accommodation?

- ◆ Tick **one** box only

- Owns with a mortgage or loan ➔ go to H14
- Owns outright ➔ go to H14
- Owns with shared equity (for example, LIFT, Help-to-Buy) ➔ go to H14
- Rents (with or without housing benefit)
- Part owns and part rents (shared ownership) ➔ go to H14
- Lives here rent free

H13 Who is your landlord?

- Council (Local Authority) or Housing Association / Registered Social Landlord
- Private landlord or letting agency
- Other

H14 In total, how many cars or vans are owned, or are available for use, by members of this household?

- ◆ Include any company cars or vans available for private use

- None
- 1
- 2
- 3
- 4 or more, please write in number

H15 There are no more household questions.

➔ go to questions for **Person 1** on page 7

Individual questions — Person 1

1 What is your name?
(Person 1 in H3 on page 3)

First name(s)

Last name

2 What is your date of birth?

Day Month Year

3 What is your sex?

Female Male

4 Do you consider yourself to be trans, or have a trans history?

- ◆ This question is **voluntary**
- ◆ Answer only if you are aged 16 or over
- ◆ Trans is a term used to describe people whose gender is not the same as the sex they were registered at birth
- ◆ Tick **one** box only

No

Yes, please describe your trans status (for example, non-binary, trans man, trans woman):

5 On 20 March 2022, what is your legal marital or registered civil partnership status?

- Never married and never registered in a civil partnership
- Married
- In a registered civil partnership
- Separated, but still legally married
- Separated, but still legally in a civil partnership
- Divorced
- Formerly in a civil partnership which is now legally dissolved
- Widowed
- Surviving partner from a civil partnership

6 Are you a schoolchild or student in full-time education?

- Yes
- No ➔ go to 8

7 During term-time, do you live:

- at the address on the front of this questionnaire?
- at another address? ➔ go to 44

8 Which of the following best describes your sexual orientation?

- ◆ This question is **voluntary**
- ◆ Answer only if you are aged 16 or over
- ◆ Tick **one** box only

- Straight / Heterosexual
- Gay or Lesbian
- Bisexual
- Other sexual orientation, please write in:

9 What is your country of birth?

- Scotland ➔ go to 11
- England ➔ go to 11
- Northern Ireland ➔ go to 11
- Wales ➔ go to 11
- Republic of Ireland
- Elsewhere, please write in the current name of the country:

10 If you were not born in the United Kingdom, when did you most recently arrive to live here?

- ◆ Do not count short visits away from the UK

Month Year

11 One year ago, what was your usual address?

- ◆ If you had no usual address one year ago, state the address where you were staying

- Same as Person 1
- The address on the front of the questionnaire
- Student term-time / boarding school address in the UK, please write in below:
- Another address in the UK, please write in:

Postcode

- Outside the UK, please write in country:

Individual questions — Person 1

24 If you are aged 16 or over ➔ go to **25**

If you are aged 15 or under ➔ go to **41**

25 Which of these qualifications do you have?

◆ Tick **all** that apply

- O Grade, Standard Grade, National 3, 4 or 5, Intermediate 1 or 2, GCSE, CSE or equivalent
- Higher, Advanced Higher, SCE Higher Grade, CSYS, A Level, AS Level or equivalent
- Apprenticeship (trade or equivalent)
- Apprenticeship (Foundation or equivalent)
- Apprenticeship (Modern or equivalent)
- Apprenticeship (Graduate or equivalent)
- GSVQ Foundation or Intermediate, SVQ level 1 or 2, SCOTVEC Module, City and Guilds Craft or equivalent
- GSVQ Advanced, SVQ level 3, ONC, OND, SCOTVEC National Diploma, City and Guilds Advanced Craft or equivalent
- HNC, HND, SVQ level 4 or equivalent
- Other school qualifications not already mentioned (including foreign qualifications)
- Other post-school but pre-Higher Education qualifications not already mentioned (including foreign qualifications)
- Degree, Postgraduate qualifications, Masters, PhD, SVQ level 5 or equivalent
- Professional qualifications (for example, teaching, nursing, accountancy)
- Other Higher Education qualifications not already mentioned (including foreign qualifications)
- No qualifications

26 Have you previously served in the UK Armed Forces?

◆ **Current serving members** should only tick 'No'

- No
- Yes, previously served in **Regular** Armed Forces
- Yes, previously served in **Reserve** Armed Forces

27 In the last seven days, were you doing any of the following?

- ◆ Include casual or temporary work, even if only for one hour
- ◆ Tick **all** that apply

- Working as an employee ➔ go to **33**
- Self-employed or freelance ➔ go to **33**
- Temporarily away from work ill, on holiday or temporarily laid off ➔ go to **33**
- On maternity or paternity leave ➔ go to **33**
- Doing any other kind of paid work ➔ go to **33**
- None of the above

28 Which of the following describes what you were doing in the last seven days?

◆ Tick **all** that apply

- Retired (whether receiving a pension or not)
- Studying
- Looking after home or family
- Long-term sick or disabled
- Other

29 In the last four weeks, were you actively looking for any kind of paid work?

- Yes
- No

30 If a job became available now, could you start it within two weeks?

- Yes
- No

31 In the last seven days, were you waiting to start a job already accepted?

- Yes
- No

32 Have you ever done any paid work?

- Yes, in the last 12 months
- Yes, but not in the last 12 months
- No, have never worked ➔ go to **41**

33 Answer the remaining questions for your main job or, if not working, your last main job.

◆ Your main job is the job in which you usually work (worked) the most hours

34 In your main job, what is (was) your employment status?

- Employee
- Self-employed or freelance without employees
- Self-employed with employees

Household questions — people (H5 continued)

Do not record details of household members here. Record details **only** for anyone counted in question **H5** on **page 3** (people whose permanent or family home is elsewhere). Include children and babies.

- ◆ For more than three people, write their answers on a separate piece of paper and include it with this questionnaire.
- ◆ Make sure you have completed the rest of the questionnaire and signed the declaration on **page 1**

Person A

V1 What is this person's name?

First name(s)

Last name

V2 What is this person's date of birth?

Day Month Year

V3 What is this person's sex?

Female Male

V4 What is this person's usual UK address?

Postcode

Outside the UK, please write in country:

Person B

V1 What is this person's name?

First name(s)

Last name

V2 What is this person's date of birth?

Day Month Year

V3 What is this person's sex?

Female Male

V4 What is this person's usual UK address?

Same as Person A

Postcode

Outside the UK, please write in country:

Person C

V1 What is this person's name?

First name(s)

Last name

V2 What is this person's date of birth?

Day Month Year

V3 What is this person's sex?

Female Male

V4 What is this person's usual UK address?

Same as Person A

Postcode

Outside the UK, please write in country:

