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**Pre-request data check**

A wide range of Criminal and Civil statistics are published by Justice Analytical Services Division (JAS) of the Scottish Government and can be accessed via the following link: [Crime and justice statistics - gov.scot (www.gov.scot)](https://www.gov.scot/collections/crime-and-justice-statistics/)

Prior to requesting any data from SCTS, contact should be made with JAS to check if the data that you are looking for is held or published by them. They can be contacted at:

Justice Analytical Services (Statistics)

Scottish Government
Area 2-G North
Victoria Quay
Edinburgh
EH6 6QQ

Telephone: 0131 244 5694

Email: Justice\_Analysts@gov.scot

Website: [Crime and justice statistics - gov.scot (www.gov.scot)](https://www.gov.scot/collections/crime-and-justice-statistics/)

**SCTS Data Access Form**

If the data that you seek is not held by JAS, please use this form to request access to SCTS data.

A fee may be payable for providing data. We will provide you with details of the cost once you have submitted this form along with your research access request template.

You may need to complete a Data Access Agreement prior to any data being provided and this will require to be signed by your head of data security/your supervisor and yourself. Further information can be provided in relation to this if required.

If you require assistance in completing this document please speak to your data management team in the first instance or contact sctsresearch@scotcourts.gov.uk

**Date:**

**Research Title:**

**Name of Lead Researcher:**

**Research Institution** *(if applicable)****:***

**I have contacted JAS and they have confirmed they do not publish the data I require (*please delete as appropriate*):** Yes/No

**Name of Researcher responsible for statistical information:**

**Name of Head of Data Security or Supervisor:**

**Details of Research** (*Please provide a brief background of the research, why the data is required and if the data can be sourced from another location):*

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**Data Required** (Specify what data you require and any timescales when the data will be required)**:**

This may include but is not limited to:

* List of datasets and variables required;
* Level of detail required (unit records, aggregate data);
* Status of data required;
* If identified or identifiable – reasons why this status is required

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**How will the data be used?** (*Provide specific information on the intended use for the data including publication*)

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**Steps that will be taken to protect the data should access be granted** (*Please detail how you will comply with data protection principles)*

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