

# Data Sharing Agreement



<b>Governors Meeting:</b>	<b>27 June 2022</b>
<b>Safeguarding Governor:</b>	<b>Jane Owens</b>
<b>Chair of Governors:</b>	<b>Gail Webb</b>
<b>Review:</b>	<b>27 June 2023</b>

# Huxley CE Primary School DATA SHARING AGREEMENT

## Information sharing agreement (ISA)

This agreement outlines the need for Huxley CE Primary (“the school”) to work closely with the named Partner Agency, and provides the legal basis and physical guidelines of the information that will be shared to achieve this.

This agreement also gives clear guidance to the information sharing practitioners of both agencies, whilst also setting boundaries and limits on all aspects of information sharing.

### 1. Parties to the agreement: Full name and address of the organisations or businesses

Originating Organisation	Partner Organisation(s)

### 2. Why is the information being shared?

*Prompt: Outline what purpose you aim to achieve, how will this benefit pupils, parents, staff, the school as a whole? Does this agreement sit with a larger project?*

### 3. What information will be shared by the school?

*Prompt: List all documents, datasets specific types of information that the school will send to the Partner Agency.*

#### 4. What information will be shared by the partner organisations (if applicable)?

*Prompt: List all documents, datasets, specific types of information that the partner agency will send to the school.*

#### 5. What is your legal justification for sharing? Has consent been gained if required?

*Prompt: What legal basis has been identified for the sharing of this information and why? Consult with the DPO where necessary.*

*Personal Data: if sharing what basis applies?*

*Special Category Data: if sharing what basis applies?*

*Criminal Data: if sharing what basis applies?*

#### 6. How will the information be shared? (e.g. data transfer - include any security measures)

*Prompt: Outline in a step by step list how the information will be transferred between agencies. This should include:*

- *Method of data transfer to be used.*
- *Details of secure email transfer including specific email addresses.*
- *Names of members of staff/teams responsible for the transfer of data.*
- *Details of exact procedures used to send and receive data. For example, names of request forms used to request data.*

*Each agency has a responsibility to keep an accurate audit trail of all information shared under the terms of this agreement. This must contain, as a minimum:*

- *When the information was sent.*
- *Who the information was sent to, including both individual and agency name.*
- *What information was sent to the partner agency.*
- *How the information was transferred to the partner agency.*
- *When the information was acknowledged as received.*

**7. How will the information be stored? (e.g. secure server - include any security measures)**

*Prompt: Provide details of where and how information will be stored including physical security measures.*

**8. Who will handle the information – name and job title?**

*Prompt: Where known and reasonable, state who is authorised to access the information involved. Where data is shared on a 'departmental basis' record the details of the department/service involved and assurances relating to access controls.*

**9. How long will the information be kept?**

*Prompt: Enter in the correct retention period for the information, documents or datasets that you will be sharing. How long does this agreement last for? On the expiry of this agreement what happens to the data? How is the retention of information managed when passed to the other party?*

**10. How will the information be destroyed/returned?**

*Prompt: On the expiry of this agreement what happens to the data. Is it to be destroyed – if so how – or returned (including back-ups).*

- Paper Records: *Enter appropriate method.*
- Electronic Records: *Enter appropriate method.*

**11. What date will the information be shared? Initial date must be later than the date of the signatures below and should give an indication of subsequent dates for regular sharing.**

*Prompt: Detail whether information is shared daily, weekly, monthly or other and the dates each week/month etc this information is shared.*

**12. What are the names, roles and contact details of any members of staff who will make sure that the required information is shared at the appropriate time?**

*Prompt: Each organisation should have a single point of contact (SPOC) to ensure the appropriate delivery and receipt of the information. It is their responsibility to ensure the terms of this agreement are complied with.*

**12. When will this agreement be reviewed and by whom?**

*Prompt: Agreements should be initially reviewed 6 months after being signed and then every 12 months. If a SPoC or signatory to this agreement leaves their role, a replacement must be named as soon as possible and the agreement amended to reflect those changes.*

### 13. Authorisation

This agreement must be formally approved and signed by both parties before any information sharing takes place. Both parties will ensure that the ISA and any associated documents are known and understood by all staff involved in the process.

#### Originating organisation

Name of organisation:

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Name:

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Position:

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Signature:

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Date:

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#### Partner organisation

Name of organisation:

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Name:

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Position:

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Signature:

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Date:

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