

THIS DATA SHARING AGREEMENT is made on the (DATE)

BETWEEN

- (1) (EDUCATION PROVISION)
- (2) Achieving for Children – Virtual School, registered office address is 91 Queens Road, Twickenham, TW1 4EU (“the Partner”).

PURPOSE

A Data Sharing Agreement must be completed where data is routinely shared between the (EDUCATION PROVISION) and the Partner. It must cover the types of data that will be shared and how this will be done, in accordance with the Data Protection Act 1998.

A copy of the agreement will be provided to all parties and retained by the designated Data Controller.

Where any changes are required a new copy of the agreement must be completed.

RESPONSIBILITIES

The (EDUCATION PROVISION) retains ownership of all data. However the Partner will become responsible for that information once it has been shared. The Partner will therefore be responsible for the storage, retention and subsequent destruction of the information. The shared information must not be disseminated outside of the Partner organisation.

Information may not be stored by the Partner for any longer than necessary and must be destroyed via confidential waste. If information is to be retained after use it will be the Partner’s responsibility to ensure that the information remains secure.

It is the responsibility of the Partner to:

- Ensure that Data Protection Principles are upheld, in accordance with the Data Protection Act 1998
- Implement a mechanism by which the flow of information can be controlled and record associated internal procedures
- Appoint a Primary Data Officer and Designated Officers and provide their details to the (EDUCATION PROVISION)
- Provide appropriate staff training to their Designated Officers
- Ensure that all information exchanged is kept secure, confidential and up to date
- Maintain an audit trail

DATA SHARING ARRANGEMENTS

Type(s) of data being shared	Attendance, Predicted Success, Attainment and General Information on the educational progress of students whilst studying at the (EDUCATION PROVISION).
Reason(s) for sharing	To enable the discharge of duties and responsibilities of the local authority under the Children's Act 1989 and the Care Planning, Placement and Case Review Regs 2010, as amended by the 2014 Regs.
Methods of transfer	Use of a secure web portal for information/data entry and sharing of attendance data via telephone, with password authentication. Any other electronic transfer via encrypted email.
Designated Data Officer(s)	

STATEMENT

By signing below we confirm that the arrangements described above accurately represent the data shared and the methods and formats of transfer as well as and other recordkeeping arrangements required.

Where personal data is being shared, we also confirm that the information will be used only for the purposes stated in this agreement and will not be shared with or passed to any third parties not already named in this agreement. When personal data is disposed of this will be done in such a way to ensure confidentiality is preserved.

Where personal data is being collected in order to be shared, data subjects will be informed of the purposes for which the data is being collected and to whom it will be passed.

SIGNED FOR AND ON BEHALF OF

Partner

Name:

Position :

Date

EDUCATION PROVISION

Name..... Position Date .../.../.....

PARTNER TO ATTACH

A copy of their Data Protection Policy Any procedures detailing secure transfer