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**INFORMATION SHARING AGREEMENT**

Any defined terms in this Agreement are set out in the Glossary of Terms. By signing this Agreement, all signatories accept responsibility for its execution and agree to ensure that the information processing referred to in this agreement is done in accordance with all relevant legislation, particularly the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA), and this agreement.

**Once complete, please send a copy to the Data Protection Officer who will record details in the Information Sharing Agreement Register**

**Please complete all of the following sections. Do not leave boxes blank, and seek guidance from your Data Protection Officer if you are unsure of the level of detail/requirements. Please delete any explanatory comments (Red) before the Arrangement is signed.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of Agreement** |  | **Person responsible:** |  |
| **START DATE:** |  | **REVIEW DATE:** |  |

|  |
| --- |
| **Part One: Name of organisations requesting our data** |
| **Organisation** | **Address** | **Project information sharing contact**(name, job title of contact) | **Data Protection Officer**(name, job title) |  |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **Purpose** |
| *State clearly here the purpose of the information sharing, what the arrangement is intended to achieve and how the sharing will achieve this purpose* |
| **What data is to be shared?** | **Shared by** | **Shared with** | **Purpose** |
| e.g. Names of pupils eligible for free school meals.  | Organisation name | Organisation name | e.g. for statistical reporting.  |
|  | Organisation name | Organisation name |  |
|  | Organisation name | Organisation name |  |
|  |  |  |  |
|  |  |  |  |
| **Lawful basis for sharing**  |
| *e.g. to support the social, emotional, and mental wellbeing of our students* |
| **Organisation***Each Organisation to have own entry* | **Privacy Notice***reference to privacy notice of organisation stating: why they require the data, how long they will keep the data, how they will store the data, and how they will keep it secure.**Add their Privacy statement at the end of this document.* | **Other Evidence***eg link to a website or other evidence to evidence basis. Link to consent form if applicable. DPIA* |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **How the data will be shared:** e.g. by encrypted email, password protected document sharing. |
|  |
| **Retention and deletion:** how long will the data be kept? |
|  |
| **Termination of the Arrangement**  *Details what should happen with the information held by each organisation upon termination of the arrangement* |
| This arrangement can be suspended, by either organisation for any reason, with immediate effect and then terminated by either organisation with 3 months notice. The terminating organisation will do so in writing and will cite the reason for termination. This arrangement will otherwise cease on **XX** / will otherwise be reviewed on **XX.** |
| **Signatures:** digital signatures are acceptable |
| By signing this Arrangement, all signatories accept responsibility for its execution and agree to ensure that the information processing referred to in this agreement is done in accordance with all relevant legislation, particularly the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) and this agreement.  |
| **Organisation** | **Project Officer *or* Information Asset Owner (ie you)** | **PO / IAO Signature and Date** | **Data Protection Officer (of organisation requesting data)** | **DPO Signature and Date** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |

**Appendix a – Privacy Statements** copies of privacy notices of organisation stating: why they require the data, how long they will keep the data, how they will store the data, and how they will keep it secure.

**GLOSSARY OF TERMS**

**Anonymised Information** – information from which no individual can be identified.

**Business Sensitive Information** - Some information may be strategically or business sensitive, for example preparatory work around service redesign. Likewise, direct access to some datasets may need to be controlled because of licensing considerations preventing wider release. The loss, compromise or misuse of this type of information could cause serious damage to the agency’s reputation, or that of partners or lead to litigation.

**Consent –** of the data subject means any freely given, specific, informed and unambiguous indication of the data subject’s wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

**Data Controller –** the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

**Data Processor –** a natural or legal person, public authority, agency, or other body which processes personal data on behalf of the controller.

**Data Protection Act 2018 (DPA) –** along with the General Data Protection Regulation, the main UK legislation which governs the handling and protection of information relating to living people.

**Data Sharing –** the disclosure of data from one or more agencies to a third party agency(s), or the sharing of data within an agency. Sharing can take the form of systematic, routine data sharing where the same data sets are shared between the same agencies for an established purpose; and exceptional, one off decisions to share data for a range of purposes. Data sharing alsoincludes allowing employees of another partner organisation to access to information, even where a copy of that information is not provided.

**Data Subject –** an identified or identifiable natural person who is the subject of Personal Data.

**Duty of Confidentiality –** everyone has a duty under common law to safeguard personal information.

**(UK) General Data Protection Regulation –** along with the Data Protection Act 2018 (DPA), the main UK legislation which governs the handling and protection of information relating to living people.

**Personal Data –** any information which relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

**Data Protection Impact Assessment (DPIA) –** is a comprehensive assessment for determining the privacy, confidentiality and security risks associated with the collection, use and disclosure of Personal Data.

A data protection impact assessment is required under the General Data Protection Regulation where an organisation is using new technologies, and taking into account the nature, scope, context and purposes of the processing, is likely to result in a high risk to the rights and freedom of natural persons. It is also required in the case of:

a) a systematic and extensive evaluation of personal aspects relating to natural persons which is based on automated processing, including profiling, and on which decisions are based that produce legal effects concerning the natural person or similarly significantly affect the natural person;

b) processing on a large scale of special categories data or personal data relating to criminal convictions and offences; or

c) systematic monitoring of a publicly accessible area on a large scale.

An assessment including:

a) a systematic description of the envisaged processing operations and the purposes of the processing, including, where applicable, the legitimate interest pursued by the controller

b) an assessment of the necessity and proportionality of the processing operations in relation to the purposes

c) an assessment of the risks to the rights and freedoms of data subjects

d) the measures envisaged to address the risks, including safeguards, security measures and mechanisms to ensure the protection of personal data and to demonstrate compliance with this Regulation taking into account the rights and legitimate interests of data subjects and other persons concerned

**Processing of Data –** any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation, or alteration, retrieval, consultation, use, disclosure by transmission, dissemination, or otherwise making available, alignment or combination, restriction, erasure or destruction.

**Special Category Data –** personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.