

Information Sharing Agreement & Protocol – Children Missing / At Risk of Missing Education

Parties: Community and Children’s Services, City of London Corporation (“the City Corporation”) & [ADD SCHOOL] (“the School”)

1. Purpose and data items to be shared

This agreement between the City Corporation and the School provides a framework for disclosure by the School to the City Corporation of the personal data and special category data listed in the Appendix (“the Data”) for the purposes of ensuring that all City of London resident children of compulsory school age are safe and are receiving suitable education (“the Purpose”).

2. Compliance with the Data Protection Act 2018 (“the 2018 Act”) and the General Data Protection Regulation (GDPR) - Legal Basis for Sharing

The City Corporation has a statutory duty to safeguard and promote the welfare of children within its area who are in need by providing appropriate services under Section 17 of the Children Act 1989, and it is considered necessary to share the Data to effectively discharge this duty.

The Data will be shared, and otherwise managed, held, retained and processed, in accordance with Article 6(c) GDPR (processing is necessary for compliance with a legal obligation) and Schedule 1, Part 2, clause 18 of the 2018 Act – Safeguarding of children and of individuals at risk. And as specifically provided for in this agreement.

It is considered that the School may disclose the Data to the City Corporation for the purposes of the City Corporation’s exercise of its duties under the Children Act 1989 referred to above and that this disclosure is fair and lawful in relation to the child (the data subject).

Further, the disclosure of the Data is considered compatible with the purposes for which it was obtained and will be disclosed in accordance with the School’s data protection policies and the School’s privacy notices.

3. Sharing the information

The School agrees to securely transfer the Data to the City Corporation when required during non-standard transition points.

Data will be shared using a secure method of transfer, preferably via an encrypted Egress email (The City Corporation can send an Egress email that you can respond securely to).

The method by which the data is presented is in the form of a *capture sheet*. This is a City Corporation proforma in the form of an Excel spreadsheet, which will be supplied to the school. It is expected that the data will be of the highest quality, up to date and accurate.

The City Corporation agrees not to share the information with parties outside of this agreement, unless it is necessary for the purposes of complying with the City Corporation's legal duties or is otherwise required by law.

4. **Storage, Security and access**

The City Corporation will comply with minimum storage and security standards and will be subject to its own data protection and security policies.

The City Corporation must ensure that any staff with access to the information exchanged, manage the data sensitively and comply with the principles of the 2018 Act and the GDPR.

Data shared with the City Corporation will be stored on a secure drive, within a password protected database which only select members of the Education and Early Years team and Strategy and Performance team will be able to access. The access will be controlled by attaching appropriate permissions and/or passwords to the Data. The Data of each child will not be kept by the City Corporation for longer than is necessary for the purposes of ensuring that child is receiving suitable education.

5. **Access and individual's rights**

The disclosure of the Data will be conducted in accordance with the Human Rights Act 1998, the Caldicott Principles, and the Common Law Duty of Confidence and subject to any express prohibition on disclosure.

6. **Reviewing this Agreement**

This agreement will be reviewed every five years or otherwise promptly if either party requests amendments to this agreement or if this agreement is breached by either party.

7. **Termination**

This agreement may be terminated by either party by written notice.

8. **Contact Details**

City of London	School
Kirstie Hilton, Education Service, 020 7332 3274, Kirstie.hilton@cityoflondon.gov.uk	[ADD]
	[ADD]

Amrul Khan, Education Service, 020 7332 3998, Amrul.khan@cityoflondon.gov.uk	
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9. Agreement and Signature

Agreement date: Date: [ADD]

By signing this document each party agrees to accept and implement this information sharing agreement and protocol and to adopt the statements and procedures contained within it.

Party requesting information:

Signature

Theresa Shortland

Education and Early Years Manager
Department of Community and
Children's Services
City of London Corporation
Guildhall
London
EC2P 2EJ

Date signed:

Signature

Chris Pelham

Assistant Director, People Services
Department of Community and
Children's Services
City of London Corporation
Guildhall
London
EC2P 2EJ

Date Signed:

Party holding information:

[ADD]

Signature

Name

Job Title

Address

Address

Address

Address

Address

Date signed:

Appendix (School Data)

During the academic year, when required, the School will provide the City Corporation with the following information for each City of London resident child on school roll:

Personal data:

Section 1: Current Record of Children

To be provided for each request for information:

1. Unique Pupil Number (UPN) if the child has one
2. Surname
3. Middle names (if any)
4. Forename
5. Date of Birth
6. Year Group
7. Home Address (including post code)
8. Current school
9. Is the child attending the school?
10. Leave Date (if no longer attending the school)
11. New Educational Provision details (if no longer attending the school)
12. Named contact for attendance/admissions

Special category data:

13. Gender
14. Any special educational needs of the child
15. Attendance if below 90%

Section 2: Starters During the Academic Year

To be provided for each request for information:

1. Unique Pupil Number (UPN) if the child has one
2. Surname
3. Middle names (if any)
4. Forename
5. Date of Birth
6. Year Group
7. Home Address (including post code)
8. Main parent/carer
9. Start date

Special category data:

10. Gender
11. Any special educational needs of the child