Information Sharing Agreement between Derbyshire County Council and Derbyshire Schools (Including Academies and Multi Academy Trusts)

Information Sharing Schedule 3

Derbyshire Integris Contract Pupil Data Updates

Partners involved in Information Sharing Activity	Derbyshire County Council Derbyshire Schools in Derbyshire Integris Contract (Including Academies and Multi Academy Trusts) who agree to have automated pupil data sharing functionality enabled
Reason of information to be shared	The Council needs up to date data on vulnerable pupils from schools to provide efficient and effective support to these children and schools. An automated transfer of data solution is available for users of Integris in order to reduce the administrative burden of sharing this data for both the Council and schools. Examples of how information collected weekly via Integris secure transfer link from academies/schools/trusts is used: • Timely identification of children on fixed term exclusions who may require alternative provision from the Council • Timely updates on absence rates of children in care
Legal basis and Statute of information to be shared	Legal Obligation Art 6(1)c - Processing is necessary for compliance with a legal obligation to which the controller is subject And condition for processing special categories of data is: Art 9(2)g - Processing is necessary for reasons of substantial public interest on the basis of Union or Member State law... Schools have a statutory duty under Education Act 1996, Children's Act 2004, Education & Inspections Act 2011 and Children & Families Act 2014 to collect and share pupil data with their local authority
Information to be Shared	**Data Transfer of Pupil Attendance** **Sessional Attendance Data is extracted on a weekly basis from academies/schools. Fields required; (M = Matching, I = Import).** UPN (M)

	First Name (M)
	Surname (M) Preferred name(s) (M) DOB (M) Gender (M) Former UPN (M) LA Code (I) DfE No (I) Attendance Year (I) Start Date (per week) (I) Sessions (all sessions from the beginning of the academic year) (I) School Admission/Enrolment Number (i) Enrolment Status (I) Part Time Pupil Flag (I) **Data Transfer of Fixed Term Exclusions** **Latest Fixed Term Exclusions Data is extracted on a weekly basis from academies/schools. Fields required; (M = Matching, I = Import).** School Name (M) Surname (M) Forename(s) (M) UPN (M) Date of Birth (M) DfE No (M) NC Year (I) Start Date (I) End Date (I) Code Description (I) Number of Sessions (I) Action Code (I) Type (I)
How will Data Subjects be made aware of data sharing process and their rights	Privacy Notices of partner organisations
Format of Information to be Shared	A csv file sent via Integris secure data transfer link
Data Minimisation Control	Information to be shared reviewed on annual basis by CS Info and ICT service

Data Quality Controls	Partner organisations will comply with terms of current Information Sharing Agreement between Derbyshire County Council and Derbyshire Schools (Including Academies and Multi Academy Trusts)
Security Controls on Information Sharing	Information will be shared via Integris secure data transfer link (secure web portal) and in accordance with terms of current Information Sharing Agreement between Derbyshire County Council and Derbyshire Schools (Including Academies and Multi Academy Trusts)
Retention and Disposal Controls	Partner organisations will comply with terms of current Information Sharing Agreement between Derbyshire County Council and Derbyshire Schools (Including Academies and Multi Academy Trusts)
Timing and Frequency of Data Sharing	Weekly
Contact Details of Partners	Derbyshire County Council CS Info & ICT service will maintain list of school/academy/trust contacts for this process. Contact e mail address for CS Info and ICT service is cs.informationenquiries@derbyshire.gov.uk