

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

Information Sharing Schedule 7

Elective Home Education (EHE) De-Registration Granicus Web Form

Partners involved in Information Sharing Activity	Derbyshire County Council Derbyshire Schools (Including Academies and Multi Academy Trusts)
Reason of information to be shared	Schools can complete a web form to de-register a child from school so that they can be electively home educated. Schools will be able to fill in key details about the child to send to the EHE team (DCC) who will then process the form through Granicus
Legal basis and Statute of information to be shared	Public Task Art 6(1)e - Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller Art 9(2)g (sch.10) - Processing is necessary for reasons of substantial public interest (Special Category Data) Education Act 1996 Section 436A and 437 - duty to make arrangements to identify children not receiving education and School Attendance Orders
Information to be Shared	<ul style="list-style-type: none"> • School Name • Child's Name • Childs DOB • Nc Year of Child • Child's address • Child's Gender • FSM Status • Sibling names and NC Year (if applicable) • Parent Name and relationship to child • Parent email address • Parent telephone number • Main Reason for EHE • Additional Reason for EHE (if applicable) • Question if school have contacted Early Help regarding the child • Did school offer early help intervention and/or Early Help Assessment • Does the child have safeguarding records • Do you have Safeguarding concerns • Attainment Data • Attendance Data • SEND Information including details of diagnoses, involvement with other services • Details around EHC Plan, Needs Assessment and Funding

	<ul style="list-style-type: none"> Details around parents' ability to provide education, and pupil details such as exclusion details and part time timetable data.
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	Granicus Web Form
Data Minimisation Control	Information to be shared reviewed on annual basis by CS Digital & Data 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	<p>Information will be shared via Granicus and in accordance with terms of current Information Sharing Agreement between Derbyshire County Council and Derbyshire Schools (Including Academies and Multi Academy Trusts)</p> <p>Information will be shared via Granicus using a secure online web form.</p>
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	Data collected when child is de-registered from school
Contact Details of Partners	Contact email address for CS Digital & Data Service: cs.informationenquiries@derbyshire.gov.uk