



Byrchall High School

Data Sharing Agreement

**Between Byrchall High School
And**

Organisation Name:

Organisation Address:

Signed by GDPR Manager at Byrchall High School:

Mrs Angela D Finch

A handwritten signature in black ink that reads 'AD Finch'.

Signed on behalf of the Organisation:

Name:

Signature:

Position in the Organisation:

Date:



Byrchall High School

Byrchall High School will be required to share a small amount of data between the school and your organisation as set out below: -

- Personal information such as name, student number, date of birth, gender and contact information
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses
- Characteristics
- Attendance details
- Assessment data
- Primary School information and KS2 performance data
- Behavioural information (including exclusions)
- Any special educational needs information
- Relevant medical information

In order to achieve a smooth transition for students, Byrchall High School will require access to some of the organisation's personal data.

The parties agree to comply with data protection laws and principles. Namely Byrchall High School will ensure the following when handling personal data: -

- To comply with the data protection principles and laws from time to time in force in connection with the processing of personal data;
- You shall not, by any act or omission, cause a breach of data protection laws. Should any breach be caused then you must immediately notify the School (no later than 24 hours of becoming aware of the breach) with full details of the breach and this must be notified to the GDPR Manager;
- All personal data retained by Byrchall High School must be kept secure using appropriate measures to prevent unauthorised individuals from accessing that data accidentally or deliberately. These measures need to be implemented, maintained and monitored to ensure ongoing security;
- Personal data shall be kept for no longer than is necessary and destroyed securely;
- Personal data should be limited to authorised personnel only and should not be shared with third parties unless you have a reason to do so (as set by data protection laws);
- Processing of personal data should not be sub-contracted to another third party without consent;
- The organisation shall provide the School with any information and assistance required in order to comply with data protection laws. Including providing information in order to fulfil requests for information under the General Data Protection Regulation and in order for the School to satisfy itself that the organisation are meeting General Data Protection Regulation requirements.