

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

**Information Sharing Schedule 3**

**Derbyshire RM Integris Contract Pupil Data Updates**

<p>Partners involved in Information Sharing Activity</p>	<p>Derbyshire County Council</p> <p>Derbyshire Schools in Derbyshire RM Integris Contract (Including Academies and Multi Academy Trusts) who agree to have automated pupil data sharing functionality enabled</p>
<p>Reason of information to be shared</p>	<p>The Council needs up to date data on pupils from schools to provide efficient and effective support to both children and schools. An automated transfer of data solution is provided by RM Integris in order to reduce the administrative burden of sharing this data for both the Council and schools.</p> <p>Examples of how information collected weekly via RM secure transfer link from academies/schools/trusts is used:</p> <ul style="list-style-type: none"> <li>• Identifying Children Missing from Education</li> <li>• Ensuring the SEN team have up to date correspondence addresses for parents/carers and the school the child is attending</li> <li>• Providing details of education history of Looked After Children</li> <li>• Providing weekly updates on absence rates of Looked After Children</li> <li>• Ensuring information beyond basic contact and destination tracking data held by the Council is not shared with external Youth services without the young person or parent/carers consent</li> </ul>
<p>Legal basis and Statute of information to be shared</p>	<p>Legal Obligation</p> <p>Art 6(1)c - Processing is necessary for compliance with a legal obligation to which the controller is subject</p> <p>And condition for processing special categories of data is:</p> <p>Art 9(2)g - Processing is necessary for reasons of substantial public interest on the basis of Union or Member State law...</p>

	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	<p><b>Data Transfer of Changes</b></p> <p><b>All changes to pupil demographics and address datasets since the last data transfer. Fields required; (M = Matching, I = Import).</b></p> <p>Unique Pupil Number (UPN) including temp UPN (M)  Former UPN (M)  Surname (M)  Forename (M)  Middle Names (M)  Date of Birth (M)  Gender (M)  Former Surname (I)  Preferred Forename (I)  Preferred Surname (I)  Ethnicity (I)  Ethnicity Source (I)  Nationality (I)  Youth Services Consent (I)  LEA (I)  DfE No. (I)  Date of Entry (I)  Address1 (I)  Address2 (I)  Address3 (I)  Address4 (I)  Address5 (I)  Post Code (M)  Phone Type (I)  Phone Number (I)  NC Year (I)  SEN Provision (I)  SEN Start Date (I)  In Care (I)  In Care LEA (I)  In Care At School (I)  Enrolment Status  School Admission/Enrolment Number</p> <p><b>Data Transfer of Leavers</b></p> <p><b>Extract of all ‘Leavers’ for current academic year. Only 4 fields will need to be used for import: LA Code, DfE No, Entry Date and Leaving Date. Additional fields are also required to be extracted for the purposes of matching records. Fields required; (M = Matching, I = Import).</b></p> <p>UPN (M)</p>

	<p>           First Name (M)            Surname (M)            Preferred name(s) (M)            DOB (M)            Gender (M)            Former UPN (M)            Postcode (M)            LA Code (I)            DfE No (I)            Entry Date (I)            Leaving Date (I)            Leaving Reason (I)            Destination LA Code (I)            Destination School DfE No (I)            Enrolment Status (I)            School Admission/Enrolment No (I)         </p> <p><b>Data Transfer of All Pupil Attendance</b></p> <p><b>Sessional Attendance Data is extracted on a weekly basis from academies/schools. Fields required; (M = Matching, I = Import).</b></p> <p>           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) (RM Integris Schools Only)         </p> <p><b>Data Transfer of Fixed Term Exclusions</b></p> <p><b>Latest Fixed Term Exclusions Data is extracted on a weekly basis from academies/schools. Fields required; (M = Matching, I = Import).</b></p> <p>           School Name (M)            Surname (M)            Forename(s) (M)            UPN (M)            Date of Birth (M)            DfE No (M)         </p>
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	<p>NC Year (I)  Start Date (I)  End Date (I)  Code Description (I)  Number of Sessions (I)  Action Code (I)  Type (I)</p> <p><b>Data Transfer of Permanent Exclusions</b></p> <p><b>Latest Permanent Exclusions Data extracted on a weekly basis from academies/schools. Fields required; (M = Matching, I = Import).</b></p> <p>School Name (M)  Surname (M)  Forename(s) (M)  NC Year (I)  Registration (I)  UPN (M)  Date of Birth (M)  Address (I)  Main Attendance (I)  Start Date (I)  End Date (I)  Type (I)  Reason (I)  Sessions (I)  Comments (I)  Relationships (I)  Main Telephone Number (I)  Mobile Telephone Number (I)</p>
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 RM 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 RM 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 <a href="mailto:cs.informationenquiries@derbyshire.gov.uk">cs.informationenquiries@derbyshire.gov.uk</a>