

Collaborative Data Sharing Agreement

Thriving Lives events series, November and December 2021

1. Key terms

Organisations/the parties - ORGANISATION 1 – consortium for the Lincolnshire region: ([WEBSITE](#))

AND

The SCiP Alliance – partner organisation for Armed Forces families: <https://www.scipalliance.org/>

Attendees – event attendees will be those that have successfully registered to attend and will be staff at secondary schools and colleges.

Data Protection legislation – the UK Data Protection Act (2018) and the EU General Data Protection Regulations (2016).

Session or workshop – refer to each online event as part of the Thriving Lives event series.

Workshop leaders – staff delivering each online event as part of the series.

CPD – continuing professional development.

HEAT – the Higher Education Access Tracker, provided by the University of Kent and used by ORGANISATION 1. The HEAT database is used by member organisations to record participant details (staff and pupils) and their involvement in widening participation (WP) activities. This data captures the monitoring, tracking, evaluation and evidence of WP activities carried out by all HEAT member organisations.

Attendee details – as outlined in section 6 of this Agreement.

2. Introduction

This is a one-off data sharing agreement between ORGANISATION 1 and the SCiP Alliance. The purpose is to outline the types of information that can be shared, why and how, in relation to the ORGANISATION 1 Thriving Lives events series. This agreement supports the delivery of the events series so that both parties can meet data protection best practice guidelines and legislative requirements.

2.1 About the Thriving Lives events series

The evidence-based Thriving Lives toolkit (<https://www.scipalliance.org/thriving-lives-toolkit>) explains the 7 principles of effective support for Service children in school and provides self-reflection questions linked to further guidance, case studies and resources. The series of events allows attendees to explore the principles, reflect on their practice and plan action back in the workplace.

ORGANISATION 1 and the SCiP Alliance are all passionate about providing opportunities for individuals and communities to flourish. The aim of the events series is to work with staff within schools and colleges across Lincolnshire, the East Midlands (and other regions) to raise aspirations and

awareness of further and higher education. This free CPD series will bring together the perspective of practitioners and students from Armed Forces communities.

2.2 Scheduled events series dates

Online sessions are scheduled to take place using the Zoom online meeting platform on the following dates:

- Wednesday 10th November (10:00am – 12:00pm). Session one: Introduction to the Thriving Lives Toolkit Delivered by (SPEAKERS NAME), (JOB ROLE), (ORGANISATION).

CPD Sessions:

- Tuesday 16th November (16:00pm – 17:00pm). Session Two: Views from an Armed Forces parent/spouse with a Q&A panel. Delivered by (SPEAKERS NAME), (JOB ROLE), (ORGANISATION).
- Wednesday 24th November (16:00pm – 17:00pm). Session Three: The whole picture of a Service Child with Q&A. Delivered by (SPEAKERS NAME), (JOB ROLE), (ORGANISATION).
- Wednesday 1st December (16:00pm – 17:00pm). Session Three: Transition and Wellbeing. Delivered by (SPEAKERS NAME), (JOB ROLE), (ORGANISATION).
- Monday 6th December (16:00pm – 17:00pm). Session Four: Top tips and guidance for supporting Service Children. Delivered by (SPEAKERS NAME), (JOB ROLE), (ORGANISATION).
- Tuesday 14th December (16:00pm – 17:00pm). Session Five: Service Pupil Premium. Delivered by (SPEAKERS NAME), (JOB ROLE), (ORGANISATION).

3. Roles and responsibilities

ORGANISATION 1 and the SCIP Alliance are joint leading organisations for the events series. Both parties are responsible for marketing, promotion and delivery of the events series. ORGANISATION 1 will take the lead role in terms of collecting registrant details, event feedback and the subsequent uploading of attendee and event data into the HEAT database.

Each organisation is a Data Controller in their own right for the purposes of compliance with UK Data Protection legislation.

4. Lawful basis for processing of personal data

ORGANISATION 1 collect personal data about educational establishment staff (and pupils/young people), participating in ORGANISATION 1 activities in accordance with the 'Public Task' condition, as set out in Data Protection legislation. Processing (including sharing) is necessary to perform a task carried out in the Public Interest, or in the exercise of official authority. ORGANISATION 1 can also rely on the Legitimate Interests condition for processing of this events series attendee data. The processing of special category data is for reasons of substantial public interest, supported by statutory and government

purposes. More details as to why and how ORGANISATION 1 process personal data, can be found in their online Privacy Policy: (WEBSITE LINK)

In relation to the Thriving Lives events series, school and college staff are also asked to agree to certain parameters for event delivery and data processing (consent) which will be covered in a Privacy Notice at registration stage. Not all processing in relation to this event series requires consent.

5. Attendees and event formats

The events are targeted to staff at secondary schools and colleges within the Lincolnshire and East Midlands regions.

Registration for each session will take place in advance and will be open to school and college staff within the stated regions, with no restrictions placed on other relevant staff attending from other UK regions.

- Sessions will be set up to encourage interactivity and allow for breakout rooms to be incorporated. Each session will be run by a dedicated workshop leader from the organisations detailed in the session list above.
- Cameras and microphones will be optional.
- The chat function will be managed by each workshop leader and will be open to use by attendees. Questions can be submitted beforehand and only by registered attendees.
- All emails about the events will be sent to secondary school and college staff using their work email addresses, from either ORGANISATION 1 or the SCiP Alliance.
- Any attendees who have not pre-registered will be blocked from joining.
- Events will be recorded within the Zoom platform. After the event ORGANISATION 1 will download the recording and store it securely on local systems at PARTNER INSTITUTION (removing it from Zoom). The recording will be uploaded to ORGANISATION 1 website for individuals to watch after the event. Workshop leaders and contributors from all participating organisations have agreed to this.

6. Data to be collected and shared

ORGANISATION 1 will collect and process the following data:

- The school or college name – noted within the Zoom platform
- Names of session attendees and their contact data (work email addresses, job titles and telephone numbers) recorded information from the sessions which may include written or verbal questions and discussions – noted within the Zoom platform. These are collectively the 'attendee details' and constitute their personal data. Attendee details will be shared with the SCiP Alliance lead officer using appropriate secure sharing method in accordance with local policies and procedures at ORGANISATION 1 - in accordance with PARTNER INSTITUTIONS data protection and Housekeeping Rules (i.e. transfer by secure encrypted email message with the password sent separately by email).
- Where an individual attendee does not consent to sharing with the SCiP Alliance, their details will not be shared (however they can be statistically included in provision of aggregate numbers only).
- Attendee details will be uploaded to the HEAT database, by ORGANISATION 1.

- Event feedback that can be linked to attendee data only by ORGANISATION 1, will be collected via a post-event survey within the Zoom platform. Anonymous results will be shared with the SCiP Alliance.

The purposes of these activities will be explained appropriately in an events series Privacy Notice.

7. Privacy Notices and transparency

ORGANISATION 1 and the SCiP Alliance are responsible for ensuring that appropriate privacy information is provided to registered attendees in advance of the events. A tailored privacy notice will be provided at the point of event registration, including expressing the Legitimate Interest, Public Task and Consent lawful bases (where applicable) for the following activities:

- ORGANISATION 1 to collect and store attendee data for event delivery and feedback (Legitimate Interests and Public Task);
- ORGANISATION 1 to securely share attendees' identifiable sign-up data with SCiP Alliance (consent required)
- Attendees to be contacted by ORGANISATION 1 and the SCiP Alliance after the event (consent is required)
- ORGANISATION 1 to share attendee numbers (aggregated statistics only) with the SCiP Alliance (Legitimate Interests and Public Task)
- ORGANISATION 1 to securely upload attendees' sign-up data into the HEAT database, in accordance with ORGANISATION 1 Data Sharing Agreement and services contract with HEAT (Public Task and as per Member Agreement in place with HEAT)

Privacy notices will include a link to Zoom's privacy policy and a note referring to the international location of Zoom servers and data centres, data sharing and retention in advance of the events.

8. ORGANISATION 1 and all partner organisations

No special category personal data (as described within Data Protection legislation) will be collected by either ORGANISATION 1 or the SCiP Alliance, for the purposes of arranging, marketing or delivering the events.

No personal data will be stored or transferred outside of the UK by either party.

Both parties will comply with their duties as Data Controllers for processing of personal data, as set out in Data Protection legislation in relation to the events. This includes the duty to provide privacy information as outlined in section 6.

Both parties agree to ensure that only registrants who have relevant responsibilities to participate in the events, will be granted access to attend and/or to have access to data collected (whether personal data or non-personal data).

9. Retention of data

In relation to collection of personal data (names, workplaces, contact details of attendees and details of sessions attended), both parties agree to store and retain that data in accordance with their own retention policies.

ORGANISATION 1 will ensure all data will be deleted from the Zoom platform after the event and after event surveys have been collected. This will be no later than 2 weeks after the event.

10. Event feedback and surveys

ORGANISATION 1 will collect live event poll data within the Zoom platform. Polls will be optional and submissions from attendees will be made anonymously at all times. A post-event optional survey will be circulated via Zoom. Only ORGANISATION 1 will be able to link responses to individual attendee data for the purposes of event evaluation. Only anonymous feedback and survey results will be shared with the SCiP Alliance.

11. Signatures

ORGANISATION 1

Name:

Job title:

Contact email address:

Contact telephone number:

The SCiP Alliance

Name:

Job title:

Contact email address:

Contact telephone number:

EXAMPLE