

**Wales Accord on the
Sharing of Personal Information**

**Information Sharing Protocol for
Conwy & Denbighshire**

14-19 Collaborative Courses

Version 1.0

Contents

1	Introduction to this ISP	3
2	The information sharing partner organisations	4
3	Benefits of sharing	4
4	Legislative / statutory powers	4
5	Details of personal information being shared	5
6	Key Identification Information	6
7	Informing the service user	6
8	Obtaining consent	6
9	Obtaining consent where a service user lacks mental capacity	8
10	Recording consent	8
11	Refused and withdrawn consent	8
12	Information security	8
13	Records management	9
14	Data Protection Act and Freedom of Information Act requests	9
15	Complaints	9
16	Review of this ISP	9
17	Appendix A – Glossary of Terms	10
18	Appendix B – Information Reference Table	11
19	Appendix C - Information Sharing Partner Organisations	14
20.	Appendix D – 14-19 Network Documents	15

1 Introduction to this ISP

- 1.1 This Information Sharing Protocol (ISP) is supplementary to the Wales Accord on the Sharing of Personal Information (WASPI), and has been agreed between the participating partner organisations. Partners have given consideration to its contents when drawing up this document.
- 1.2 This ISP has been prepared to support the regular sharing of personal information for Conwy and Denbighshire 14-19 Collaborative Courses.
- 1.3 This ISP has been developed in response to the need for the regular sharing of personal information to assist in the application process and transition of 14-16 and 16-19 students to collaborative courses and other courses with partner schools, colleges and work based learning providers in Conwy and Denbighshire.
The purposes for sharing information within the 14-19 Network are:
 - Identifying the most appropriate course for young people
 - Better co-ordination of the support they need
 - Smoother transition between key stages and collaborative providers
 - Ensuring provision meets the needs of young people
 - Better outcomes for young people
- 1.4 This ISP covers the exchange of information between local authorities, education, Careers Wales, colleges of FE, work based learning providers and other partners.
- 1.5 It supports the information sharing partner organisations involved and the groups of young people it impacts upon. It details the specific purposes for sharing and the personal information being shared, the required operational procedures, consent processes, and legal justification.
- 1.6 This ISP should be read in conjunction with supporting operating procedures and protocols developed and established by Conwy and Denbighshire 14-19 Networks available with each school, college, partner organisation and the 14-19 Network Co-ordinator. (see Appendix D)
- 1.7 For the purpose of this ISP, **explicit consent** is required from service users.
- 1.8 Partners may only use the information disclosed to them under this ISP for specific purpose(s) set out in this document or to support the effective administration, audit, monitoring, inspection of services and reporting requirements.
- 1.9 A glossary of terms for this ISP is contained within Appendix A.

Please note: Staff should not hesitate to share personal information in order to prevent abuse or serious harm, in an emergency or in life-or-death situations. If there are concerns relating to child or adult protection issues, the relevant organisational procedures must be followed.

2 The information sharing partner organisations

2.1 This ISP covers the exchange of information between staff and managers of the following organisations:

Information Sharing Partner Organisations	Responsible Manager	
Conwy County Borough Council	14-19 Network Co-ordinator	
Denbighshire County Council	14-19 Network Co-ordinator	
Conwy and Denbighshire Schools (Appendix C)	Headteachers	
Conwy and Denbighshire Colleges (Appendix C)	Principals	
North Wales Training	General Manager	
Careers Wales	Regional Manager	

2.2 The responsible managers detailed above have overall responsibility for this ISP within their own organisations, and must therefore ensure the ISP is disseminated, understood and acted upon by relevant staff.

2.3 The responsible manager from each partner organisation will regularly monitor and audit access to information shared under this ISP to ensure appropriate access is maintained.

3 Benefits of sharing

3.1 By sharing personal information under this ISP, it is envisaged that the following benefits will be achieved:

- Consistent practices between providers
- Ensure the suitability of the course proposed for individual service users
- Ensuring provision for service users to learning support / guidance in all settings
- Support better engagement and progression for all young people
- Improved educational outcomes for young people following collaborative courses
- Increased choice of courses for service users, especially vocational courses

4 Legislative / statutory powers

4.1 Disclosure of information will be conducted within the legal framework of the Data Protection Act 1998 (DPA), the Human Rights Act 1998 and in compliance with the

common law duty of confidence.

- 4.2 The conditions set out in Schedule 2 and 3 of the DPA are known as the 'conditions for processing'. Organisations processing personal data need to be able to satisfy one or more of these conditions. For the purpose of this ISP, the condition that will be allowed upon for both Schedules (where required) is explicit consent. Therefore no further conditions need to be met.
- 4.3 In addition to relying on consent as a Schedule condition, public bodies may have statutory requirements to share some types of personal data. In the absence of a statutory requirement, a public sector body should be able to explain the legal power it has to enable it to share. Other organisations may not need statutory powers to share.
- 4.4 Sections 123 – 126 and section 138 of the Learning and New Skills Act 2000 provides for information sharing powers between agencies about young people. In particular Section 126, which sets out the duties on maintained schools and institutions funded through the Welsh Government to provide relevant information. Section 138 subsection 3 lists the bodies empowered to supply relevant information about young people to a Local Authority or to any other person or body involved in the provision of youth support services.
- 4.5 Section 2 of the Local Government Act 2000 provides local authorities with the powers to promote or improve the social wellbeing of their area. This provides the implied power to share information with other statutory services and the independent sector.
- 4.6 Section 111 of the Local Government Act 1972 grants a local authority power to do anything that is calculated to facilitate, or is conducive or incidental to the discharge of any of its statutory functions and therefore implies information sharing powers.

5 Details of personal information being shared

- 5.1 Personal information shared for the purpose of this ISP includes a range of information and might therefore include:

Forename, surname, date of birth, address;

ULN (Unique Learner Number)

Name(s) of programme enrolled upon

Qualifications achieved/examinations results

Attendance/progress indicators

Details of previous involvement with services

Additional learning needs

Relevant medical information

- 5.2 The information is used to place young people on the most appropriate course and to identify and prioritise their needs, and to allocate the appropriate support and report progress.
- 5.3 Only the **minimum necessary** personal information consistent with the purposes set out in this document must be shared.
- 5.4 Information provided by partner organisations will not be released to any third party without prior consultation with the owning partner organisation.

- 5.5 An information reference table within Appendix B provides a comprehensive list of the personal information to be shared between the partner organisations, including with whom in each partner organisation it will be shared, why it will be shared and the methods of how it will be shared.

6 Key Identification Information

- 6.1 In order to ensure that all partner organisations, when sharing information, are referring to the same young person, the following personal identifiers must be included:

- Surname, First Name & Middle Name
- Gender
- Date of Birth
- ULN (Unique Learner Number)
- Address
- Postcode

7 Informing the service user

- 7.1 It is necessary to communicate with the young person or their lawful representatives about the need for information sharing at the earliest appropriate opportunity, preferably at first contact unless by doing so would risk harm to others or hinder any investigation or legal proceedings.
- 7.2 Therefore in most cases staff will clearly inform young people or their lawful representatives about what personal information is to be shared, and for what purposes it will be used. Partner organisations should also ensure that young people are provided with any information they need to fully understand the way in which their personal data will be handled in any specific circumstance, including the names of any person or organisations with whom they data may be shared.
- 7.3 Where appropriate, agreed methods of providing this information are:
- By explicit consent of the young person agreed by signature on the Privacy Notice. (see Appendix D)
 - Verbal communication.

8 Obtaining consent

- 8.1 The approach to obtaining consent should be transparent and respect the rights of the service user.
- 8.2 Consent is given by a service user agreeing actively, to a particular use or disclosure of information. It can be expressed either verbally or in writing, although written consent is preferable since that reduces the scope for subsequent dispute. For the purposes of this ISP, **explicit consent** will be required from young people.

- 8.3 Consent must not be secured through coercion or inferred from a lack of response to a request for consent. Staff must be satisfied that the young person has understood the information sharing arrangements and the consequences of providing or withholding consent.
- 8.4 For all young people to whom this ISP applies, staff should consider whether the service user has the capacity to understand the implications of giving their consent in the particular circumstance. Where staff are confident that the service user can understand their rights, then consent should be sought from them rather than a parent. It is important that a service user is able to understand (in broad terms) what it means to give their consent.
- 8.5 Consent should not be regarded as a permanent state. Opportunities to review the service user's continuing consent to information sharing should arise during the course of the service provision. Staff should exercise professional judgement in determining whether it would be appropriate to re-visit a service user's continued consent at any given juncture. Ideally it should take place in the context of a review or re-assessment.
- 8.6 Consent obtained from young people for the purposes of this ISP will only be used to support the delivery of the purposes and functions set out in this document. Once the provision of this specific ISP concludes or the purpose changes, then consent obtained for it will also end.
- 8.7 In some exceptional circumstances, personal information can be lawfully shared without consent where there is a legal requirement or where an appropriate professional of sufficient seniority within the partner organisation, has taken the view that the duty of confidentiality can be breached where there is a substantial over-riding 'public interest'. Such situations where information might be shared without consent include:
- 'Life and death' situations, for example, where information is shared in an emergency in order to preserve life;
 - where a service user's condition indicates they may be a risk to the public or may inflict self-harm;
 - in order to prevent abuse or serious harm to others;
 - on a case-by-case basis, to prevent serious crime and support detection, investigation and punishment of serious crime.
- This is not an exhaustive list and each situation should be considered on a case by case basis.
- 8.8 Where decisions are made to share personal information without the service user's consent, as detailed above in 8.7, this must be fully documented in the service user's record. The service user will usually be informed of this decision and of the information which has been shared; unless by doing so it would risk harm to others or hinder any investigation or legal proceedings.
- 8.9 Where it is not appropriate to defer the sharing of information, then it will not be appropriate to defer consent, as consent cannot be obtained retrospectively. Therefore, only where deemed necessary, will information be shared without consent.
- 8.10 If there are any concerns relating to child or adult protection issues, practitioners must follow the relevant organisational procedures.

9 Obtaining consent where a service user lacks mental capacity

- 9.1 The Mental Capacity Act 2005 Code of Practice defines the term 'a person who lacks capacity' as a person who lacks capacity to make a particular decision or take a particular action for themselves, at the time the decision or action needs to be taken.
- 9.2 Whenever dealing with issues of capacity to consent, local rules and procedures should be followed and these must be in compliance with the Mental Capacity Act 2005 and its Code of Practice.
- 9.3 Where a person has a temporary loss of capacity consent will be deferred, if appropriate, until such time as consent can be obtained. Consent to share information will be sought when capacity is regained.

10 Recording consent

- 10.1 Decisions regarding a service user's consent, of how and when it was obtained and whether it was provided in verbal or in written form, must be recorded in the service user's record folder at the base school / college. This should also be recorded in the partner organisation's internal data systems.
- 10.2 Details of refused or withdrawn consent should also be recorded together with any subsequent reviews of consent.

11 Refused and withdrawn consent

- 11.1 A service user has the right to refuse their consent to have information about them shared. They also have the right to withdraw previously granted consent at any point, to the sharing of their information. Further personal information should not then be shared under this ISP.
- 11.2 Where the service user has refused or withdrawn consent, the implications of withholding consent will be clearly explained to them and this dialogue will be recorded in the partner organisations internal data recording systems. The outcome of this dialogue will be passed onto the service user destination for their information and action as appropriate. If a service user withdraws consent to share personal information it will also be explained that information already shared cannot be recalled.

12 Information security

- 12.1 Staff carrying out the functions outlined in this ISP should make themselves aware of, and adhere to, their organisation's information security policies and procedures.
- 12.2 Where staff are unable to comply with their organisation's policies regarding the safe and secure transfer of information they must ensure that a risk assessment is undertaken by their Information Security/Governance department at the earliest opportunity. Alternative secure methods, as identified within the organisation's policy, must be used until such time as the risk assessment has been undertaken.
- 12.3 A list of agreed methods for the safe and secure transfer of personal information is documented within Appendix B.

- 12.4 Any breaches of security, confidentiality and other violations of this ISP must be reported in line with each partner organisation's incident reporting procedures. Consideration should be given to share, where appropriate, the outcome of any investigation with the partner organisations involved.

13 Records management

- 13.1 Staff carrying out the functions outlined in this ISP should make themselves aware of, and adhere to, their organisation's records management procedures, specifically in relation to collecting, processing and disclosing of personal information.
- 13.2 All information, whether held on paper or in electronic format must be stored and disposed of in line with each partner organisation's retention and disposal schedule.
- 13.3 Personal information will only be collected using the agreed collection methods, ensuring the required information is complete and up-to-date.
- 13.4 Staff will ensure, where practical, that records are maintained of when information is shared with a partner organisation, and to whom.
- 13.5 Decisions about young people should never be made by referring to inaccurate, incomplete or out of date information.
- 13.6 If information is found to be inaccurate, staff will ensure that their records and systems are corrected accordingly. Consideration must also be given to advising partner organisations where practical.

14 Data Protection Act and Freedom of Information Act requests

- 14.1 Where requests are received for information relating to this ISP or any individual service user(s) then each request will be dealt with in accordance with each partner organisation's relevant policies and procedures.

15 Complaints

- 15.1 Each partner organisation has a formal procedure by which young people, partner organisations and staff can direct their complaints regarding the application of this ISP.

16 Review of this ISP

- 16.1 This ISP will be reviewed annually or sooner if appropriate. The date of the next review will be 25th September 2015

17 Appendix A – Glossary of Terms

Term	Definition
Consent	An informed indication by which the service user signifies agreement and understanding of how personal information relating to them is processed.
Personal information	Information which relates to an individual, including their image or voice, which enables them to be uniquely identified from that information on its own or from that and / or other information available to that organisation. It includes personal data within the meaning of Section 1 of the Data Protection Act 1998 and information relating to the deceased.
Sensitive personal information	Personal information as to; the racial or ethnic origin of an individual; their political opinions, their religious beliefs or other beliefs of a similar nature, whether they are a member of a trade union, their physical or mental health or condition, their sexual life, the commission or alleged commission by them of any offence, or any proceedings for an offence committed or alleged to have been committed by them, the disposal of such proceedings or the sentence of any court in such proceedings.
Personal identifiers	A set of basic personal details that allow partner organisations to identify exactly to whom the data refers. For example, name, address, date of birth, post code.
Processing personal information	Broadly describes the collecting, using, disclosing, retaining or disposing, of personal information. If any aspects of processing are found to be unfair, then the Data Protection Act 1998 is likely to be breached.
Staff	An inclusive term to describe any staff or practitioner working for the partner organisations involved in the care of or provision of services for young people. For example: police officer, teacher, health professional, social worker, lead worker, volunteer etc.
Responsible Manager	A senior manager within an organisation who has overall responsibility for the area of work related to a specific ISP. It will be their responsibility to ensure that ISPs are disseminated, understood and acted upon by relevant practitioners and that access to personal information is regularly monitored and audited to ensure appropriate access is maintained.

18 Appendix B – Information Reference Table

Description	14-19 Collaborative Courses		Post 16 Transition	
	001 - Application	002 - Placement	001 – Application	002 - Placement
<p>1 Information exchange</p> <p>General description of the process or stage to which the information exchange relates.</p>	<p>Information is exchanged to support application for collaborative course</p> <p>On enrolment, information about young person to ensure the specific needs of every learner is known and can be catered for by the learning providers</p>	<p>Young person is placed appropriate course or pathway with collaborative partner</p> <p>Collaborative partners use the information ensure needs are met and that progress of each student can be monitored and reported to base school</p>	<p>Information is exchanged to support application for post-16 collaborative course with partners.</p> <p>For post-16 leavers, information about learners who have left school and enrolled on courses at college or with WBL provider.</p>	<p>Partner schools and colleges place student on appropriate course ensuring student needs are fully met.</p> <p>Partner college or training provider ensures appropriate course and pathway for student with any other academic or pastoral entitlement</p>
<p>2 What information will be shared</p> <p>Description of the information to be provided.</p> <p>Please note: Only the minimum and relevant personal information is to be shared and strictly on a case by case basis.</p>	<p>Agreed data from SIMS which will include: Forename, surname, date of birth, address; ULN (Unique Learner Number) Name(s) of programme enrolled upon Qualifications achieved/examinations results Attendance/progress indicators Details of previous involvement with services Additional learning needs Relevant medical information</p>	<p>Agreed data from SIMS which will include: Forename, surname, date of birth, address; ULN (Unique Learner Number) Name(s) of programme enrolled upon Qualifications achieved/examinations results Attendance/progress indicators Details of previous involvement with services Additional learning needs Relevant medical information</p>	<p>Agreed data from SIMS which will include: Forename, surname, date of birth, address; ULN (Unique Learner Number) Name(s) of programme enrolled upon Qualifications achieved/examinations results Attendance/progress indicators Details of previous involvement with services Additional learning needs Relevant medical information</p>	<p>Agreed data from SIMS which will include: Forename, surname, date of birth, address; ULN (Unique Learner Number) Name(s) of programme enrolled upon Qualifications achieved/examinations results Attendance/progress indicators Details of previous involvement with services Additional learning needs Relevant medical information</p>
<p>3 Consent to share</p> <p>Details of when and how consent will be sought.</p>	<p>On request by partner organisations as listed in Appendix C when learners are indicating their intentions to opt for a collaborative course and/ or at other times during the academic year when information needs to be updated.</p> <p>Privacy notice signed by service user to give consent to the sharing of information. (Appendix D)</p>	<p>On request by partner organisations as listed in Appendix C when learners are indicating their intentions to opt for a collaborative course and/ or at other times during the academic year when information needs to be updated.</p> <p>Privacy notice signed by service user to give consent to the sharing of information. (Appendix D)</p>	<p>On request by partner organisations as listed in Appendix C when learners are indicating their intentions to opt for a collaborative course and/ or at other times during the academic year when information needs to be updated.</p> <p>Privacy notice signed by service user to give consent to the sharing of information. (Appendix D)</p>	<p>On request by partner organisations as listed in Appendix C when learners are indicating their intentions to opt for a collaborative course and/ or at other times during the academic year when information needs to be updated.</p> <p>Privacy notice signed by service user to give consent to the sharing of information. (Appendix D)</p>

4	Partner Organisation(s)	Who by	Who to	Who by	Who to	Who by	Who to	Who by	Who to
a	Details of provider and recipient organisation(s).	Conwy & Denbighshire High Schools, Special Schools and PRUs (See Appendix C)	Conwy and Denbighshire colleges and other providers of 14-19 courses Careers Wales Conwy & Denbighshire 14-19 Network (See Appendix C)	Conwy & Denbighshire High Schools, Special Schools and PRUs (See Appendix C)	Conwy and Denbighshire colleges and other providers of 16-19 courses/ training Careers Wales Conwy & Denbighshire 14-19 Network (See Appendix C)	Conwy & Denbighshire High Schools, Special Schools and PRUs (See Appendix C)	Conwy and Denbighshire colleges and other providers of 16-19 courses/ training Careers Wales Conwy & Denbighshire 14-19 Network (See Appendix C)	Conwy & Denbighshire High Schools, Special Schools and PRUs (See Appendix C)	Conwy and Denbighshire colleges and other providers of 16-19 courses/ training Careers Wales Conwy & Denbighshire 14-19 Network (See Appendix C)
b	Role(s) of staff responsible for providing and receiving the information.	Staff at Conwy & Denbighshire High Schools, Special Schools and PRUs e.g. Pastoral and Curriculum Deputy Heads, Examinations Officers, Careers Wales Owing to the number of organisations involved in the process, it is not possible to specify the	Examinations Officers and responsible managers at colleges and training organisations. 14-19 Network Co-ordinator Careers Wales Owing to the number of organisations involved in the process, it is not possible to specify the	Staff at Conwy & Denbighshire High Schools, Special Schools and PRUs e.g. Pastoral and Curriculum Deputy Heads, Examinations Officers, Careers Wales Owing to the number of organisations involved in the process, it is not possible to specify the individual roles	Examinations Officers and responsible managers at colleges and training organisations. 14-19 Network Co-ordinator Careers Wales Owing to the number of organisations involved in the process, it is not possible to specify the individual roles responsible for	Staff at Conwy & Denbighshire High Schools, Special Schools and PRUs e.g. Pastoral and Curriculum Deputy Heads, Examinations Officers, Careers Wales Owing to the number of organisations involved in the process, it is not possible to specify the individual roles	Examinations Officers and responsible managers at colleges and training organisations. 14-19 Network Co-ordinator Careers Wales Owing to the number of organisations involved in the process, it is not possible to specify the	Staff at Conwy & Denbighshire High Schools, Special Schools and PRUs e.g. Pastoral and Curriculum Deputy Heads, Examinations Officers, Careers Wales Owing to the number of organisations involved in the process, it is not possible to specify the individual roles	Examinations Officers and responsible managers at colleges and training organisations. 14-19 Network Co-ordinator Careers Wales Owing to the number of organisations involved in the process, it is not possible to specify the

	the process, it is not possible to specify the individual roles responsible for providing and receiving information.	individual roles responsible for providing and receiving information.	responsible for providing and receiving information.	providing and receiving information.	responsible for providing and receiving information.	individual roles responsible for providing and receiving information.	responsible for providing and receiving information.	individual roles responsible for providing and receiving information.
	Description	Collaborative Courses			Post 16 Transition			
5	Form title and reference Detail the title and reference number of any form(s) or letter(s) used to collect and / or convey the information.	SIMS report in Excel, password protected and sent electronically via Moodle Other school records and notes where appropriate, in arranged meeting with providers and other agencies.			SIMS report in Excel on enrolment onto post-16 courses. Examinations Officers spreadsheets for post-16 courses Applications for references from FE or training providers			
6	How will the information be transferred? Detail all agreed secure methods in which the information can be transferred to the recipient e.g. fax, direct feed from system, verbal transfer at team meeting, telephone, e-mail.	Moodle web-based platform, password protected. In cases where face to face or other multi agency meetings are called, other data and case notes may be referred to in the meeting. Paper based learner form.			Moodle web-based platform, password protected. In cases where face to face or other multi agency meetings are called, other data and case notes may be referred to in the meeting. Paper-based information form			
7	When will it be shared? Details of when the information needs to be exchanged or shared e.g. daily, weekly, monthly, yearly, as and when necessary.	According to agreed dates on the 14-19 calendars for collaborative courses. Termly for sharing at risk of NEET data			On enrolment onto post-16 courses in September/October each year. On request by providers as listed in Appendix C			
8	Additional considerations Issues or comments not included (where appropriate).	Partnership Agreements/ Protocols are in place to support collaborative working			Partnership Agreements/ Protocols are in place to support collaborative working			

19 Appendix C - Information Sharing Partner Organisations

Ysgol Emrys ap Iwan	Rhyl High School
Ysgol Bryn Elian	Blessed Edward Jones Catholic High School
Ysgol Eirias	Prestatyn High School
Ysgol John Bright	Ysgol Glan Clwyd
Ysgol Aberconwy	Denbigh High School
Ysgol y Creuddyn	Ysgol Brynhyfryd
Ysgol Dyffryn Conwy	Ysgol Dinas Bran
Ysgol y Gogarth	St Brigid's School
Penrhos Avenue Alternative Education Centre	Ysgol Plas Brondyffryn
Careers Wales	Clwyd Alun Housing
Grwp Llandrillo Menai	Ysgol Tir Morfa
Coleg Cambria	Plas Cefndy
North Wales Training	
Conwy 14-19 Network	
Denbighshire 14-19 Network	
Conwy Youth Engagement & Progression Team	
Denbighshire Youth Engagement & Progression Team	

20. Appendix D – 14-19 Network Documents

Conwy & Denbighshire Privacy Notice:

What the school, Local Authority and Welsh Government does with the Educational Information they hold on children and young people.

Subject

To meet the requirements of the Data Protection Act 1998, schools / colleges are required to issue a Privacy Notice to children and young people and / or parents and guardians summarising the information held on record about children and young people, why it is held, and the third parties to whom it may be passed.

This Privacy Notice provides information about the collection and processing of children's or young people's personal and performance information by the Welsh Government, Conwy and Denbighshire Local Authorities (LA) and the school / college you attend.

The collection of personal information

Schools, colleges and other organisations collect information about children and young people and their parents or legal guardians when they enrol. They also collect information at other key times during the academic year and may receive information from other schools and other providers when children and young people transfer.

Schools and other providers process the information they collect to administer the education they provide to children and young people. For example:

- the provision of educational services to individuals;
- monitoring and reporting on pupils'/children's educational progress;
- the provision of welfare, pastoral care and health services;
- the giving of support and guidance to children and young people, their parents and legal guardians;
- the organisation of educational events and trips;
- the planning and management of the school.

Welsh Government and Local Authority (LA)

The Welsh Government receives information on students as part of the Pupil Level Annual Schools Census (PLASC). The Welsh Government uses this personal information for research (carried out in a way that ensures individual children and young people cannot be identified) and for statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. Examples of the sort of statistics produced can be viewed at: www.wales.gov.uk/statistics

The LA also uses the personal information collected to do research. It uses the results of this research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is carried out in a way that ensures individual children and young people cannot be identified. In addition the Welsh Government and LAs receive information regarding National Curriculum assessment and public examination results and attendance data at individual pupil level.

Personal information held

The sort of personal information that will be held includes:

- personal details such as name, address, date of birth, child/young person identifiers and contact details for parents and guardians;
- information on any special educational needs;
- information on performance in internal and national assessments and examinations;
- information on the ethnic origin and national identity of children and young people (this is used only to prepare summary statistical analyses);
- details about children's and young people's immigration status (this is used only to prepare summary statistical analyses);
- medical information needed to keep children and young people safe while in the care of the school and other providers;

- information on attendance and any disciplinary action taken;
- information about the involvement of social services with individual children and young people where this is needed for the care of the child/young person.

Organisations which may share personal information

Information held by the school / college, LA and the Welsh Government on children and young people, their parents or legal guardians may also be shared with other organisations when the law allows, for example:

- other education and training bodies, including schools, when children and young people are applying for courses or training, transferring schools or seeking guidance on opportunities;
- bodies doing research for the Welsh Government, LA and schools, as long as steps are taken to keep the information secure;
- central and local government for the planning and provision of educational services;
- social services and other health and welfare organisations where there is a need to share information to protect and support individual children and young people;
- various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work;
- the Office of National Statistics (ONS) in order to improve the quality of migration and population statistics

Children and young people have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any "data controller." The presumption is that, by the age of 12, children and young people have sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger. If you wish to access your personal data, or that of your child, then please contact the school / college attended in writing.

Young people aged 14 or over

The information you supply will be used by the Chief Executive of the Skills Funding Agency, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at the Learning Records Service website:

<http://www.learningrecordservice.org.uk>

Other information

The Welsh Government, LA and school place a high value on the importance of information security and have a number of procedures in place to minimise the possibility of a compromise in data security.

The Welsh Government, LA and school will endeavour to ensure that information is kept accurate at all times. Personal information will not be sent outside the United Kingdom.

Your rights under the Data Protection Act 1998

- The Data Protection Act 1998 gives individuals certain rights in respect of personal information held and the right to ask for and receive copies of the personal information held on **yourself**, although some information can sometimes be legitimately withheld;
- the right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress;
- the right to ask for wrong information to be put right;
- the right to seek compensation if an organisation does not comply with the Data Protection Act 1998 and you personally suffer damage;
- in some circumstances, the parent or legal guardian of a child or young person *may* have a right to receive a copy of personal data held about a child/young person in their legal care. Such cases will be considered on an individual basis where the individual concerned is deemed to have insufficient understanding of their rights under the Act.

You also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act 1998, to assess whether or not the processing of personal information is likely to comply with the provisions of the Act.

Seeking further information

For further information about the personal information collected and its use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 1998, you should contact:

- The school / college / provider in which you are enrolled;
- Conwy County Borough Council on 01492 575000;
- Denbighshire County Council on 01824 706101;
- the Welsh Government's data protection officer at the Welsh Government, Cathays Park, Cardiff, CF10 3NQ;
- the Information Commissioner's office help line on 01625 545 745 or 0303 123 1113;
- information is also available from www.ico.gov.uk.

This portion to be retained by the school / college or other provider

Conwy & Denbighshire 14-19 Networks							
Information Sharing Consent Form							
I understand that the information that I have provided will be processed by the school / college, local authority and other providers as explained in the Privacy Notice attached.							
I consent to the sharing of relevant information with other organisations as set out in this notice.							
Signed:						Date:	
Full Name:						D.O.B.	
School / college:							