**DATA SHARING AGREEMENT**

**1.  PARTIES TO THIS AGREEMENT**

|  |  |
| --- | --- |
| **School** **Name** |  |
| **Address** |  |
| **Responsible Staff Member** |  |
| **Contact Details** |  |
| **Source/Recipient?** | Source |
| **Authorised Signatory** |  |

|  |  |
| --- | --- |
| **Organisations Name** | Primary Engineer Ltd |
| **Address** | Primary Engineer Ltd  AMS Office Tower  Billington Road  Burnley  BB11 5UB |
| **Responsible Manager** | Victoria Marshall |
| **Contact Details** | [dataofficer@primaryengineer.com](mailto:dataofficer@primaryengineer.com)  01282417333 |
| **Source/Recipient?** | Recipient |
| **Authorised Signatory** |  |

|  |  |
| --- | --- |
| **Date of Agreement** |  |

**2.  SPECIFIC PURPOSE FOR WHICH THE DATA SHARING IS REQUIRED**

Data is required for the pupils entries to be identified for grading, public exhibition where necessary and for graded personalised certificates to be created and sent to the schools (via WeTransfer). Data is also used for awards and for publicity (press releases/social media posts etc) surrounding the awards and exhibitions – permission for this will be explicitly requested at time of notification of winners/runners up/displayed pupils to include photograph permission.

Should permission not be granted for full names to be submitted for the competition first names and initial of surname would be requested so that grading could take place and certificates could be produced. This would also be used for display at exhibition/awards.

Artwork is kept in a secure location and spreadsheets are on a secure local server for a period of 10 years. This information will be anonymised for a longitudinal study and may be used for a book of entries in the future.

**3.  TYPE AND STATUS OF DATA SHARED**

|  |  |
| --- | --- |
| Is the data ‘person identifiable’? |  |
| Has explicit consent been given and recorded? |  |
| Has implied consent been recorded? |  |
| Is the subject aware that sharing will take place? |  |
| Is the data anonymised? |  |

**4.  DATA ITEMS SHARED**

|  |  |
| --- | --- |
| **Service User Data** | **Reason Information Required** |
| Pupil names | To differentiate between entries and allow graded certificates to be created and sent to the school also used for displayed entries with consent |
| Year Group | To allow entries to be graded in year groups and winners chosen from each year group also used for displayed entries with consent |
| Gender | Collected and used as anonymised data for reporting purposes - not linked to personal details. |

The information collected from schools is processed by Primary Engineer staff only, and the following information is shared during grading events and awards events/exhibitions with:

* Funders
* Engineers on the grading days
* Invited/registered attendees/visitors to awards events and exhibitions
* PR for award winners – Primary Engineer social media/local newspapers etc (agreed by schools prior to event)

**5.  DATA TRANSFER METHOD**

All parties to this agreement are responsible for ensuring that appropriate security and confidentiality procedures are in place to protect the transfer, storage and use of the shared, person identifiable data.

*Each partner will make sure that personal data shall be processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage using appropriate technical or organisational measures in accordance with principle 7 of the DPA/Article 5(1)(f) of the GDPR. Primary Engineer and the school must make sure they have procedures in place to prevent:*

* *Accidental compromise or damage during storage, handling, use, processing, transmission or transport;*
* *Deliberate compromise or opportunist attack;*
* *Unauthorised disposal or destruction of the data;*
* *Unauthorised access;*
* *Accidental loss of personal data should be avoided through the implementation of appropriate security procedures.*

*Where Primary Engineer requests information from schools we will ensure we prescribe the manner of the delivery in an appropriate secure method. The data transfer method may change depending on the information to be provided, however BMDC will provide a secure alternative where necessary. Primary Engineer will ensure information is collected and maintained in a secure manner compliant with the DPA/GDPR obligations.*

Give full details of how the transfer will be made and what security measures will be in place e.g. encryption, business secure mail or recorded signed for etc.

|  |  |
| --- | --- |
| Electronically (state method) |  |
| Secure email | * Encrypted or password protected Email |
| Other | * Phone call (on occasion to clarify data provided) * WeTransfer * Delivery of entries by Mail/Courier (School to decide on appropriate secure method) |

|  |  |
| --- | --- |
| Has a risk assessment been carried out on the chosen methods of transfer? | Yes |

|  |  |
| --- | --- |
| What are the identified risks? | Slight due to encrypted method of data transfer. |

**6. INCIDENTS**

**Any incidents occurring as a result of this agreement should be reported to the signatories of all affected organisations. They will then pass on the information in accordance with incident reporting procedures within their own organisation if appropriate. Organisations will agree to share information in order to help investigate any such incidents.**

**7. SUBJECT ACCESS REQUESTS**

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| --- | --- |
| Subject Access Requests Will Be Directed To | Primary Engineer Ltd  AMS Office Tower  Billington Road  Burnley  BB11 5UB |
| Special Arrangements For Subject Access Requests | Schools and Primary Engineer will answer any requests they receive and ensure all subject access requests are handled in line with DPA 2018/GDPR. |

**8. RETENTION PERIOD**

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| Retention Period For Data | 10 years |
| Disposal Method For Data | Secure disposal - Electronic Database Management  Confidential Waste/shredding |

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Please tick here:  Yes No

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