

**LEICESTERSHIRE EDUCATION EXCELLENCE PARTNERSHIP
(LEEP)**

Data Sharing Agreement

Introduction

The purpose of this Data Sharing Agreement is to set out protocols and expectations for the sharing and use of data and information within a distribute school based support system. In order for LEEP to be effective, it will be necessary for school's data to be discussed and reviewed to develop effective support strategies. It is recognised by all partner groups the potential challenges and sensitivities of discussing data.

This document aims to set out in a transparent manner the principles and ethics which will be adhered to by all members of LEEP

Guiding principles & ethics for all members of LEEP

- Information will be shared with the overall aim of improving the education and learning of children in Leicestershire
- Information will be shared in good faith, and partners will be trusted to show appropriate confidentiality and professionalism whilst using information and data
- Act ethically, with integrity and moral purpose, in the best interests and well-being of the children, young people and adults;
- Hold each other to account in trusted and mutual respect and report evaluative judgements honestly and fairly, based on accurate and reliable evidence;
- Schools who are receiving support will be forthcoming in providing the necessary information to enable support to be implemented
- Information will not be used to 'label' or 'catgorise' a school. The only judgements LEEP will follow on a schools performance are those from Ofsted
- Information will be shared to enhance the ability of partner organisations to support the learning and welfare of children and young people through the exchange of data and use of information not otherwise available to either organisation
- Data will not be shared with 3rd parties for any purpose other than developing and providing support

Confidentiality

- Individual schools and representatives should observe complete confidentiality in all matters discussed especially regarding staff and pupils

- Members should exercise the highest degree of caution when involved in sensitive issues arising outside of the network which may have an impact on the organisation or its members
- All members are asked to respect and show an awareness of the potential impact of sharing information and data

The local authority's role in providing information

- The local authority will continue to produce data summary and analysis which will be shared in good faith and appropriately for the benefit of improving education standards
- Where necessary, the local authority will provide tailored and measured information to partners to enable the school based system to deliver support

Conduct

All members will:

- act fairly and with impartiality at all times when using support;
- respect all educational professionals and partners;
- Openly share and exchange intelligence and information which will assist in objective and impartial evaluation in line with the shared vision of LEEP;
- members should declare a personal interest in any item of the agenda before the item is discussed;
- have the right to request any matters discussed at meetings to be recorded in the minutes subject to confidentiality;
- comply with all aspects of the Data Protection Act when handling, storing and transferring of any personal and sensitive data.

Complaints & comments

At times, members may want to bring the partnerships or the local authority attention a concern about a specific matter.

The first step in addressing any concern would be for the party to raise it with a representative of the Strategic Group who would be able to advise on appropriate remedial steps.

If the complaint is of a serious nature or remains unresolved, the complaint would be taken before the Children and Families Overview and Scrutiny Committee. The

Committee will hear all of the facts of the complaint and suggest solutions and practical steps which can be taken.

The aim of the Committee will be to impartially resolve the complaint and may invite the complainant and other interested parties to further discuss the issue at a Committee meeting. All parties involved will be notified of the Committee's decision about the complaint.

If any complaints are received specifically regarding the actions of the local authority, then the standard corporate complaints procedure will be applied.

If a complaint is raised concerning the accessing of personal and sensitive data, it may be necessary to forward the complaint to the Information Commissioner's Office. In the first instance, a member of the Strategic Group should be contacted to assist and support in the complaint.

This page is intentionally left blank