

## Warwickshire Information Sharing Protocol and Agreement

### **Introduction and Principles**

This document sets out an information sharing protocol and agreement between the Local Authority (LA) and partner educational institutions including maintained schools and academies in Warwickshire.

The Local Authority and educational institutions in Warwickshire share information to enable the LA to fulfil its statutory obligations, to discharge its democratic mandate for oversight of children's welfare and progress, and to provide comparative statistical data to support professional development and school improvement. All concerned agree that no elected member or officer of the LA, no governor, headteacher, principal or member of staff in a partner institution, and no other colleague with access to the data will make any public value judgement or compare performances of named institutions on the basis of data or other information shared under this agreement

The partners to this agreement will only use the information that is shared and disclosed between them for the specific purposes set out in this document. This agreement is made between Warwickshire LA and each maintained school and academy in Warwickshire.

### **Purpose of the Information Sharing Protocol**

The purpose of the protocol is to provide an agreed way forward, facilitating the sharing of data/information to support the school improvement agenda across Warwickshire. The protocol will underpin the ethos and work of Warwickshire's School Improvement Consortia and Education Challenge Board.

The LA receives and can access a number of pupil, school and county level data sets in order to support analysis of pupil and establishment performance across Warwickshire. These datasets and sources are listed in Appendix 1.

The analysis and sharing of this information will allow both the LA and schools to better understand where areas of improvement are required. Data relating to underperforming schools as well as those where there is excellence are of equal importance in the analysis process.

The process of school improvement is viewed as beneficial for all children and young people as well as society as a whole as increases in educational outcomes are essential to improving the economic, health and social-wellbeing of Warwickshire.

### **What the LA will share:**

- Headline published school, district, county and national contextual and performance information will be shared with each individual school, each school consortia, School Improvement Board (SIB) and the Education Challenge Board.
- Information relating to a schools School Improvement Category as defined in the School Improvement strategy will be shared with each individual school and the relevant consortium. The School Improvement Board (SIB) and the Education Challenge Board will have sight of the categories for all schools.

## Education and Learning

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- Unvalidated and unpublished ‘first look’ assessment/examination results data, at school and county level, will be shared with individual schools when it becomes available to enable schools to make decisions in a timely way. Caveats will apply to this data and will be highlighted on the reports that are produced.
- Any other unvalidated school, district, county and national information available to the LA, will be shared upon request from the SIB’s, the Education Challenge Board or from an individual consortium but ONLY with the consent of each school consortium member.

Sharing of any personal information about individual children, whether on roll or not, will take place strictly between the school concerned and the local authority and will not be shared unless allowed for by law.

Aggregated school or consortia level analyses produced by the LA are normally e-mailed directly to headteachers using the e-mail address that they have provided for such sharing purposes. Once received and downloaded, it is the institution’s responsibility to share data only in accordance with the data sharing principles in this document. Senior leaders will generally limit access to those colleagues engaged in institution management, development, planning and improvement, taking appropriate care for the security of the institution’s data on individual learners.

#### Data Protection Standards

Each organisation party to this agreement recognises that in receiving and processing personal (individual’s) data items that it must adhere to the principals of the Data Protection Act 1998 (DPA). In doing so, the following conditions will be met:

**Data security** – Each organisation will take appropriate measures to protect the data for which it is responsible in accordance with Principle 7 of the DPA: “Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.”

**Data Transfer** – Any data items transferred between the LA and Warwickshire’s maintained schools and academies will be transferred securely. Data will be encrypted during transit and only authorised colleagues of each organisation will have knowledge of the password required to access the encrypted files. Methods of secure electronic transfer include:

- WCC’s secure transfer system, Schools Upload, for transferring school census, early years foundation stage profile, year 1& 2 phonics and Key Stage 1 files
- we-learn365 e-mail addresses – this includes any e-mail address that ends with `nnnn@welearn365.com`
- Secure Egress Switch e-mail accounts

The sending of unencrypted files via unsecure e-mail is not an acceptable secure data transfer method and should not be acceptable to either party agreeing to this protocol.

**Data management** – All public organisations that hold individual data must be registered with the information commissioner. This includes schools and academies that hold information be it electronic or on paper. These organisations are deemed “data controllers”, and are responsible for the secure storage and distribution of that data. It is the responsibility of the data controller to

ensure that the organisation is registered with the Information Commissioner and that all individual person data usage and storage adheres to the principles of the Act.

Further information can be found on the Information Commissioners website <https://ico.org.uk/> or by contacting their helpdesk on 0303 123 1113 (local rate)

All data sets must have an owner, and ownership of data sets must be clear, particularly if they are shared or if ownership is transferred. Data owners are responsible for the upkeep and accuracy of their data sets, for dealing with any uncertainties and irregularities, and for responding to any requests under the Data Protection or Freedom of Information Acts.

### **Privacy Notices**

The Data Protection Act gives rights to those (known as data subjects) about whom data is held. This includes:

- the right to know the types of data being held
- why it is being held, and
- to whom it may be communicated

Privacy notices are designed to meet these needs and should be brought to the attention of all pupils and staff for whom data is being submitted in the School Census and the School Workforce Census.

Schools are responsible for doing this for their pupils and staff and it is suggested that the Privacy Notice be included as part of an induction pack, be put on the school website and/or posted on the staff notice board/intranet. They do not need to be issued on an annual basis as long as new pupils and staff are made aware of the notices and that they are readily available electronically or in paper format.

To support schools with this responsibility, suggested texts can be found here:  
<http://www.warwickshire.gov.uk/schoolprivacynotices>

### **Review**

This document will be subject to annual review and if any changes are required an updated copy will be circulated to all schools and academies for approval and agreement.

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## **Appendix 1 – Data and information that the LA receives and can access**

### **Termly School Census Collections (spring in January, summer in May and autumn in October) –**

The LA collects this pupil level data directly from all maintained schools whilst academies send their data directly to the Department for Education (DfE). To date, all academies in Warwickshire have shared a copy of their Census returns with the LA allowing a full and complete dataset to be compiled and for the LA to fully support all schools with contextual and performance related data requests.

### **Early Years Foundation Stage Profile, Year 1 and 2 phonics and Key Stage 1 assessments –**

Infant, primary schools and academies return their assessments to the LA annually in June and July.

**Key Stage 2 results** – These results are provided by the DfE on its NCA tools website for the LA to download. The first release of provisional data is normally mid-July with further releases from August onwards.

**Key Stage 4 and Post 16 examination results** – These are obtained by the DfE from examination boards and awarding bodies. The LA subscribes to the National Consortium for Examination Results (NCER), who provides analyses of results for all institutions including schools, academies and colleges. This data includes all eligible pupils entered for any KS4 and Post 16 examinations. The first release of Post 16 data is normally mid-September, KS4 at the end of September with further updates from November onwards.

**Fischer Family Trust (FFT) data** – Like schools (that have chosen too), the LA pays a subscription to the Fischer Family Trust in order to receive FFT analyses of results, and FFT estimates for future results of individual pupils and students. The LA can access data for all individual pupils in maintained schools and academies.

**Results Day KS4 and KS5 collection of headline results** – Schools, academies and colleges are asked to provide a 'first look', very provisional return of headline data on A Level and GCSE results days in August. This does not contain individual pupil data. The aggregated County level data is used by the LA to inform elected members and Education and Learning colleagues of Warwickshire's examination performance. No results from this collection are made public.

**RAISEonline website (until its closure later in 2017)** – The LA uses RAISEonline information, but has no responsibility for the data itself, which is made available by Ofsted on the RAISEonline website <http://www.raiseonline.org.uk>. Any questions about passwords or the data on this site should be addressed directly to Ofsted: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

The DfE's statistical publications: <https://www.gov.uk/government/organisations/department-for-education/about/statistics#forthcoming-publications>

The DfE's School Performance Tables: <http://www.education.gov.uk/schools/performance/>

*Protocol drawn up through agreement between the Primary School Improvement Board, Education Challenge Board and Local Authority*