

**Information Sharing/Data Exchange Agreement**

|  |  |
| --- | --- |
| **Title** | **Information Sharing Agreement to support widening access programmes** |

|  |  |
| --- | --- |
| **Agreement between** | **The University of Northampton and** |

|  |  |
| --- | --- |
| **Date of agreement**  **(completed by UON)** |  |

**Signatories:**

### Organisation: University of Northampton

### Name: Signed:

### 

**Position:** **Date:**

### School/Academy name:

### Name: Signed:

### Position: Date:

Information sharing agreement (ISA)

This Information Sharing Agreement (ISA) defines the arrangements for processing data between named institution and The University of Northampton.

1. Parties to the agreement: Full name and address of the school/Academy

|  |  |
| --- | --- |
|  | University of Northampton  University Drive  Northampton  NN1 5PH |

1. Why is the information being shared?

|  |
| --- |
| The University of Northampton is working to raise aspirations, attainment, and application rates to Higher Education in students identified by OfS (Office for Students – HE regulator within the DfE) from targeted areas in the county where progression into higher education is lower than expected. The purpose of this program is to provide students from these targeted areas with a range of opportunities which will develop their motivation, knowledge, and resilience to consider applying for higher education courses.  Alongside this, the University’s Access and Participation Plan is working to improve equality of opportunity for underrepresented groups identified by the OfS to access, succeed, and progress from higher education, including, but not limited to, students from POLAR postal wards, lower household income, Global Ethnic Majority students, Mature students, students with disability statues, and care leavers. |

1. What information is being shared?

|  |
| --- |
| The data that may be required for the young person is their school name, 1st name, surname, DOB, gender, postcode, ethnicity, disability, Looked after Child status, Children from Service Families and whether or not the student has been entitled to free school meals.  For students, parents, guardians, and carers a Privacy Notice will be made available, outlining the reasons for the tracking of their information as well as their rights in regard to our research. This Privacy Notice will need to be made accessible to the students and parents by the school, this can be done through directed mail, school newsletter or website or any other means the school feels is appropriate. For other year groups, consent forms will be used.  The University of Northampton's Data Protection Registration number with the Information Commissioner's Office is Z7005511 and can confirm it is compliant under the Data Protection act 2018 and the EU 2016 Data Protection Regulation.  Data collected by the school will be supplied to the university by secure email and uploaded onto secure password protected data tracking systems which are Office for Students acknowledged systems used across many universities. The collected data might be shared with the following third parties for research purposes only;  UCAS – University and Colleges Admission Service  HESA – Higher Education Statistical Agency  DFE – Department for Education  OfS - Office for Students  The National Data Service  University members of the Aspire Higher UniConnect consortium |

1. What is your legal justification for sharing? Has consent been gained if required?

|  |
| --- |
| The University of Northampton can lawfully process this information under Article 6 para 1(f) of the Data Protection Act 2018 and the Data Protection Act 2016 (EU) GDPR as it has a legitimate interest to do so. Additionally, the University can process ‘special category’ data under Article 9 para 2 (g) as such processing is in the substantial public interest and the University processing safeguards the fundamental rights and interests of the data subjects |

1. How will the information be shared? (e.g. data transfer - include any security measures)

|  |
| --- |
| Data will be securely transferred from each school or college to the University of Northampton. This data will be uploaded and stored on an OfS approved password protected database  If a student has taken part in an activity or event which is part of the UniConnect project, the data may also be transferred to a further OfS password protected database.  Neither database is located outside of the UK. No database involve in the University’s programmes of work will be located outside of the UK. |

1. How will the information be stored? (e.g. secure server - include any security measures)

|  |
| --- |
| Members of the University of Northampton’s schools’ engagement team and the research team; The Institute for Social Innovation and Impact (ISII); will have password access to the data on the Office for Students approved password protected databases and these same staff will be the data inputters.  All staff have completed data protection training through the University of Northampton and are familiar with handling sensitive confidential data. No access will be available to any other staff at the University of Northampton. |

1. Who will handle the information – name and job title?

|  |
| --- |
| The following individuals will be responsible for handling the data when it is collected by the University of Northampton for the purposes of the stated programmes:  Natasha Mycawka, Widening Access Manager  Rajita Patel, Widening Access co-ordinator.  Sana Chishty, Aspire Higher co-ordinator.  Sam Simmonite, Aspire Higher co-ordinator.  Kat Down, Aspire Higher co-ordinator.  Christine Webster, Aspire Higher co-ordinator.  Kerry Love, School co-ordinator. |

1. How long will the information be kept?

|  |
| --- |
| This information sharing agreement will be reviewed annually every July by the University of Northampton to ensure that it is still legally compliant. Data may remain on systems supporting this programme. Such retention may last until the student has reached their 30th birthday |

1. How will the information be destroyed?

|  |
| --- |
| All data uploaded solely for the UniConnect project, along with backups, will be deleted from the servers on, or shortly after, 30th November 2025. This is to allow time for corrections to be made, if required, on any completed evaluation or analysis. |

1. What date will the information be shared? Initial date must be later that the date of the signatures below and should give an indication of subsequent dates for regular sharing.

|  |
| --- |
| For the UniConnect project, data will be immediately shared where necessary between OfS approved secure databases and be accessed by researchers at the University of Northampton upon request. The current UniConnect project will run from August 1st 2021 until July 31st 2025, this may be extended dependent on decision by The Office for Students |

1. What are the names, roles and contact details of any members of staff who will make sure that the required information is shared at the appropriate time?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name Of Organisation** | **Name of Officer** | **Position** | **Telephone No.** | **Role** |
| The University of Northampton Institute for Social Innovation and Impact | Dr Richard Hazenberg  Dr Ecem Karlidag-Dennis  Dr Michael Maher | Researchers for the Institute for Social Innovation and Impact | 01604 892979 | Data evaluation and analysis |
| University of Northampton | Tim Dobson | Head of Access and Participation | 07786627931 | EDI management |
| HEAT | Anna Anthony | Senior Analyst | 01227 816196 | Data Management |

1. When will this agreement be reviewed and by whom?

|  |
| --- |
| This information sharing agreement will be reviewed on an annual basis, each July. |

1. Indemnity

|  |
| --- |
| The University of Northampton is responsible for any unauthorised or unlawful access, loss or theft, use, destruction or disclosure of the student data pertaining to the purpose whilst it is in their possession. Schools are responsible for the safe, timely and secure transfer of data to the University of Northampton. |

1. Termination

|  |
| --- |
| Any partner organisations can suspend this agreement immediately for 30 days, if they have evidence that security has been seriously breached.  This agreement may be terminated by any of the partner organisations giving at least 30 days’ notice in writing to the other partner organisations. |

**This agreement must be formally approved and signed by both parties on page one before any information sharing takes place. Both parties will ensure that the ISA and any associated documents are known and understood by all staff involved in the process**.