

## Data sharing agreement –

### Links with other settings

This Data Sharing Agreement is between

The Data Controller – Meppershall Pre School

And the Data Processor \_\_\_\_\_ (Other Setting)

Data sharing in relation to \_\_\_\_\_ (child's name)

Parent/s authorisations \_\_\_\_\_ Date: \_\_\_\_\_

What data is being shared?

To comply with the Early Years Foundation Stage (EYFS, 2017) we will share information about the child's learning and development with their other setting including –

- Child's full name and date of birth
- Summary progress reviews
- Progress tracking information
- Daily routines
- 2-year check / integrated review documentation

How will the data be shared?

- Verbal information will be shared about the child relating to their care, learning and development.
- The child's progress summaries and tracking information will be given to the nursery/ preschool, childminder by email, post or in person after being signed by the parent.

Data sharing notes:

- There must be a clear legal basis for sharing data
- Data must be protected when shared
- Parents and children have the right to access, rectify or erase data and to object to data sharing.
- Data will only be retained for as long as it is needed to support the child's care, learning, development and / or to comply with the Early Years Foundation Stage (EYFS)
- The recipient agrees to use the personal data in accordance with GDPR law
- In case of a serious data breach a Data Breach Register must be completed, and the child's parents and the Information Commissioners Office must be informed

## Data sharing agreement –

### Health Visitor / Member of 0-19 Team

This Data Sharing Agreement is between

The Data Controller – Meppershall Pre School

And the Data Processor \_\_\_\_\_ (Health Visitor/ Member of 0-19 team)

Data sharing in relation to \_\_\_\_\_ (Child's name)

Parent/s authorisation (print name) \_\_\_\_\_

Signature \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Date: \_\_\_\_\_

What data is being shared?

To comply with the Early Years Foundation Stage (EYFS, 2017) we will share information about the child's learning and development with the 0-19 team including -

- Child's full name and date of birth
- Two year progress check
- Progress tracking information
- Daily Routines

How will the data be shared?

- The 2 Year Progress check will be written by the child's key person with input from their parent/s carers and where appropriate also shared with the member of the 0-19 team and parent / carer at an Integrated review meeting held at the Pre School setting.
- Or the 2 Year Progress check will be copied to be shared with other agencies, only with agreement of the parent / carer.

Data sharing notes:

- There must be a clear legal basis for sharing data
- Data must be protected when shared
- Parents and children have the right to access, rectify or erase data and to object to data sharing.
- Data will only be retained for as long as it is needed to support the child's care, learning, development and / or to comply with the Early Years Foundation Stage (EYFS)
- The recipient agrees to use the personal data in accordance with GDPR law
- In case of a serious data breach a Data Breach Register must be completed, and the child's parents and the Information Commissioners Office must be informed

## Data sharing agreement –

### SEND Advisory Team

This Data Sharing Agreement is between

The Data Controller – Meppershall Pre School

And the Data Processor \_\_\_\_\_ (SEND Advisory Team)

Data sharing in relation to \_\_\_\_\_ (Child's name)

Parent/s authorisation (print name) \_\_\_\_\_

Signature \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Date: \_\_\_\_\_

What data is being shared?

To comply with the Early Years Foundation Stage (EYFS, 2017) and the SEND code of Practice we will share information about the child's learning and development with the SEND Advisory Team including -

- Child's full name and date of birth
- Two year progress check
- Progress tracking information
- Daily Routines
- Health, medical, dietary needs
- Special Education needs and Disabilities (SEND)

How will the data be shared?

- Verbal information will be shared about the child's care, learning, development and any SEND by the Pre School Leader, Deputy, SENCO's or key staff.
- Any data sent electronically will be password protected or hard copies handed directly to SEND Advisory Team / Parent / Carer.

Data sharing notes:

- There must be a clear legal basis for sharing data
- Data must be protected when shared
- Parents and children have the right to access, rectify or erase data and to object to data sharing.
- Data will only be retained for as long as it is needed to support the child's care, learning, development and / or to comply with the Early Years Foundation Stage (EYFS)
- The recipient agrees to use the personal data in accordance with GDPR law
- In case of a serious data breach a Data Breach Register must be completed, and the child's parents and the Information Commissioners Office must be informed