**Data/Information sharing agreement (ISA)**

This Data/Information Sharing Agreement (D/ISA) defines the arrangements for processing data between For Schools Support Ltd. and XXXX. There will be additional appendices providing further information and guidance, should this be needed.

1. Parties to the agreement: Full name and address of the organisations or business:

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| Lessons LearnedFor Schools Support Ltd.Business Resource Network53 Whateley’s DriveKenilworthCV8 2GY |  |

1. Why is the information being shared between the two parties?

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1. What information is being shared?

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

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

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

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1. Who will handle the information (including name and job title)?

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1. How long will the information be kept?

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1. How will the information be destroyed?

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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.

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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?

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

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This agreement must be formally approved and signed by both parties 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.

**Originating organisation**

Name of organisation: For Schools Support Ltd.

Name:

Position:

Signature: …………………………………… Date: ……………

**Partner organisation**

Name of organisation:

Name:

Position:

Signature: …………………………………… Date: ……………