



## DATA SHARING AGREEMENT BETWEEN RIPLEY ITT AND PARTNER SCHOOLS

1. This agreement sets out the framework for sharing personal information between the two Data Controllers, as identified above as the Ripley ITT and the partner school. A Data Controller is as defined in relevant data protection legislation (i.e. the General Data Protection Regulation (“GDPR”) and any legislation implemented in the UK in connection with the GDPR and any replacement legislation coming into effect from time to time).
2. All other terms used in this agreement are defined as in the GDPR, unless otherwise stated. The personal information covered by this agreement is outlined in the Schedule.
3. This agreement does not create any agency or partnership.
4. Either data controller may terminate this agreement by giving written notice, at which point no further personal information will be shared.

### Mutual Obligations

5. Both data controllers agree to comply with the relevant data protection legislation in respect of all personal data and processing covered by this agreement. In particular:
  - a) if a request from a data subject exercising any of their rights under relevant data protection legislation is received by a data controller (i.e. the Ripley ITT or the partner school), that data controller is responsible for responding to it, and for passing on to the other data controller any requirements for future processing of the relevant personal information;
  - b) if a data controller receives personal information from the other, the data controller receiving the personal information shall incorporate it into its own systems promptly and accurately, keep it secure and process it only for the purposes outlined in this agreement;
  - c) neither data controller shall retain the personal information once its purposes are no longer valid.

### Partner school Obligations

6. In recognising that the Ripley ITT will likely provide a key set of the personal information of its trainees, the partner school in turn shall:
  - a) provide a data protection statement to its placement trainees;
  - b) agree not to disclose or transfer the personal information to a third party without the consent of the Ripley ITT: where any disclosure or transfer is requested outside of the European Economic Area, the partner school agrees to undertake additional measures as advised by the Ripley ITT in each individual case;
  - c) notify its placement trainees of the personal information it collects or creates that it passes back to the Ripley ITT for its own purposes;
  - d) notify the Ripley ITT of any complaints or security breaches and subsequently assist the Ripley ITT as necessary.

AGREED by the parties through their authorised signatories:

For Ripley SCITT	
Name	Felicity Ackroyd
Position	SCITT Director
Date	
Signed	



For Partner School	
Name	
Position	
Date	
Signed	

### Schedule

<ul style="list-style-type: none"><li>• <b>Purposes of the personal information provided by the Ripley SCITT</b></li></ul>
<ul style="list-style-type: none"><li>• to facilitate the training, mentoring and professional development of its trainee teachers in their placement schools</li><li>• to enable the assessment and monitoring of progress made by trainees during the placement</li></ul>
<b>Purposes of the personal information provided by the partner school</b>
<ul style="list-style-type: none"><li>• to fulfil the Ripley SCITT's statutory duties, and any necessary investigations, including (but not limited to) progress, wellbeing, health and safety, fitness to practice, ability to meet the teacher standards, disciplinary processes, attendance data and safeguarding matters</li><li>• processing of financial transactions for the Ripley ITT and/or on behalf of the partner school;</li><li>• records of partner school participation at the request of a data subject for inclusion in tutorial files and/or references</li><li>• data required to monitor and confirm compliance with the ITT Criteria</li></ul>
<b>General nature of data processing</b>
<ul style="list-style-type: none"><li>• storage and maintenance of trainee data relating to professional skill development, such as target-setting, identified strengths and areas for development</li><li>• recording of participation in partner school events and activities</li><li>• recording of attendance data</li></ul>
<b>Types of personal data (Please add any additional data your school keeps)</b>
Contact Details (Ripley email address) Education Information (relevant subject qualifications such as degree subject, class, MA/PhD) Employment Information (previous) Initial training plans Assessment records Weekly progress tracker Trainee attendance data Mentor training records
<b>Types of data subject</b>
Trainees of the Ripley SCITT Mentors of the Ripley SCITT