



Derby City Council



Improving life for local people

**Derbyshire Music Partnership  
Information Sharing Agreement  
V2.0**

Document owner	Chris Newton, Derby City Council
Document author and enquiry point	Chris Newton
Document authoriser	Alison Moss, Derby City Council
Review date of document	May 2013
Version	V2.0
Document classification	Public
Document distribution	Partners
Document retention period	Until date of next review
Next document review date	December 2014

## Contents

	<b>Page</b>
<b>1 Partners</b>	<b>3</b>
<b>2 Objectives</b>	<b>3</b>
<b>3 Fair and lawful processing</b>	<b>3</b>
<b>4 Information to be shared</b>	<b>3</b>
<b>5 Use of information</b>	<b>4</b>
<b>6 Data Quality</b>	<b>4</b>
<b>7 Data retention, review and disposal</b>	<b>4</b>
<b>8 Exchange, access and security</b>	<b>4</b>
<b>9 General Operational Guidance/process</b>	<b>5</b>
<b>10 Management</b>	<b>5</b>
<b>11 Version History</b>	<b>5</b>
<b>Appendix A</b>	<b>6</b>
<b>Appendix B</b>	<b>7</b>

## **1. Partners**

The Derbyshire Music Partnership service provides a service to pupils and schools across the city and county councils. The service is delivered by Derbyshire County Council through a shared service arrangement. Appendix A documents designated contacts and signatories to this agreement.

- Derby City Council
- Derbyshire County Council

## **2. Objectives**

The information sharing agreement is to support the delivery of the Derbyshire Music Partnership service to monitor delivery targets, tracking, develop service delivery plans and meet information requirements under the terms of the national grant. It falls under the overarching Information Sharing Protocol managed and maintained by the Derbyshire Partnership Forum.

## **3. Fair and lawful processing**

The data gathered, shared and published within this agreement will be done so in accordance with the Data Protection Act 1998. Human Rights Act 1998 and Freedom of Information Act 2000.

Privacy notice templates available to schools located in the city council will reflect the intention to share relevant and appropriate information with the Music Partnership. The Partnership will also make sure that loan agreement forms incorporate privacy statements that seek consent to share information under the terms of the agreement.

## **4. Information to be shared**

For those children and young people attending Derby schools and participating in the scheme, the following data items will be shared :-

UPN  
School  
Date of Birth  
Gender  
Ethnic Origin  
Address  
Child in Care indicator  
Statement of Education Needs indicator  
Free school meals indicator

The initial data extract will be for all those pupils that the Music Partnership are working with, thereafter the frequency of transactions will be determined by the needs of the service and ability to deliver given resource constraints and competing priorities. This is likely to be done on a term by term basis.

## **5. Use of information**

Information will be used solely to support the delivery of the Music Partnership services. This includes tracking and statistical analysis to inform service delivery standards and meet the statutory information requirements from sponsoring central government departments.

The information may also be used to meet the requirements of the Freedom of Information Act and Data Protection Act 1998, and each partner will respond to any requests that may arise from these in accordance with their own processes and procedures.

No secondary use or other use may be made unless the consent of the disclosing Partner to that secondary use is sought and granted.

## **6. Data Quality**

Both Partners will make sure of compliance with their internal data quality policy, procedures and good practice. Information which is inaccurate, out-of-date or inadequate for the purposes of the agreement will be notified to the data controller who will be responsible for correcting the data and informing the other partner to maintain data integrity.

## **7. Data retention, review and disposal**

Partners will make sure that all data regardless of format will be managed in accordance with their own local policies and procedures to make sure of compliance with the Data Protection Act 1998. Data relating to Music Partnership will be retained and disposed according to the timescales laid out in the Derbyshire LA Record Retention and Disposal Policy.

## **8. Exchange, access and security**

Information will be exchanged between partners electronically using a csv formatted file through the Egress Switch email service.

2. Information provided by the City Council will be imported into the CHIMES system and stored on a SQL server within a secure network hosted by Derbyshire County Council. It will be accessed by a restricted number of named staff with enhanced CRB clearance and industry standard log on facilities. Named staff are documented at Appendix B. **General Operational Guidance/process**

Information shared will only be used for the purposes defined in this agreement.

The operational process will be managed between the Derbyshire Music Partnership and the Children and Young People’s Information Management team, Derby City Council with facilitation from named representatives of CHL systems who are the provider of the CHIMES system. Named representatives are documented at Appendix B.

Partners will make sure that adequate resource is made available to meet the operational requirements of the agreement.

## 2. Management

Any Partner who receives a request for information under the subject access provisions of the Data Protection Act or Freedom of Information Act 2000, must progress it in accordance with its own internal procedures.

However, it is expected that Data Protection and Freedom of Information Officers in the originating authority will liaise with other Partner Data Protection and Freedom of Information Officers as necessary to agree on relevant exemptions from disclosure.

Complaints or breaches relevant to the agreement will be notified to the nominated Data Security/Information Governance lead officer within each organisation in accordance with their respective policies and procedures.

This Agreement may be suspended by any Partner for up to 30 days, in the event of any significant breach in order to negotiate appropriate remedial action.

Each Partner to this Agreement will undertake to indemnify the other against any legal action arising from any breach of this Agreement by any person working for or on behalf of its own organisation.

## 11. Version History

Date issued	Version	Status	Reason for change
November 2010	0.1	Draft	Review and update
December 2010	0.2	Final	Appendix B Added
January 2011	1.0	Issued	
May 2013	2.0	Draft	Review and update
May 2013	2.0	Issued	

**Appendix A**

Designated Contact Details and signatories

Print name and position

Jayne Briggs  
Derbyshire Music Partnership

Contact Details

Room 155, John Hadfield House, Matlock DE4 3RD  
Tel. 01629 532871  
E mail [Jayne.briggs@derbyshire.gov.uk](mailto:Jayne.briggs@derbyshire.gov.uk)

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print name and position

Mandy Stafford-Wood  
Head of Information Research and Analysis Service  
Children and Younger Adults Department - Derbyshire County Council

Contact Details

Room B233, County Hall, Matlock DE4 3AG  
Tel. 01629 538095  
E mail [mandy.swood@derbyshire.gov.uk](mailto:mandy.swood@derbyshire.gov.uk)

Signature:

Date:

Information sharing agreement – Derbyshire Music Partnership

Print name and position

Children & Young People Information Management Team – Derby City Council

Contact Details

Chris Newton  
Information Manger  
Children and Young People's Department  
Derby City Council

Tel: 01332 716764  
chris.newton@derby.gov.uk

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Appendix B**

~Debbie Peters – Systems Co-ordinator, Derby City Council  
Jayne Briggs – Derbyshire Music Partnership  
Susan (Kathryn)Taylour – Derbyshire Music Partnership  
Victoria Cameron – Derbyshire Music Partnership  
Julie Mellon – Derbyshire Music Partnership  
Lindsey Tomlinson – Derbyshire Music Partnership  
Anne Flint – Derbyshire Music Partnership  
Vicki Brown – Derbyshire Music Partnership  
Kerry Staton