

University of Cumbria Data Sharing Agreement

This Data sharing agreement defines the arrangements between the University of Cumbria, placement settings and partners providing placements for University of Cumbria students.

Responsibilities for compliance with the agreement are as follows:

University of Cumbria; Placement Unit Manager

Placement Provider; Nominated placement supervisor, these include; University Partners, Professional Mentors, Practice Supervisors, Practice Assessors, Practice Education Facilitators or Managers of settings. This is not an exhaustive list but an indication of the types of role where supervision of a student on placement is a responsibility.

Statutory requirements and Data transfer and Security:

The University, placement providers and its partners will ensure that all personal data shared under this agreement will be kept secure and protected against any unauthorised access, use or disclosure. If a Placement Provider or Partner becomes aware of any potential data breach of security, which involves data supplied by the University it must be raised with the University immediately.

The University, where appropriate will share information regarding a students declared disability, learning difficulty, long term physical or mental health condition and any specialist support that may be required to support them whilst on placement in order to comply with the requirements of the Equality Act 2010. In addition to this, Placement Settings and Partners will share, where necessary, information on student progress and performance against professional standards / programme requirements whilst on placement as to inform outcomes for the student's award title.

Information to be shared:

- Student Name
- DBS certificate number
- Date of clearance
- University e-mail account
- Photograph of student
- Self-reported disability, learning difficulty, long term physical or mental health condition (*Where Appropriate*)
- Student progress and performance

Restrictions on the use of information:

Providers should adhere to, and have regard to any statutory guidance when carrying out their duties and shall not pass any personal data to any third party unless permitted to do so by Data Protection legislation.

The student personal data provided by the University to Placement Providers / Partners shall only be used for the purposes set out in this agreement.

Both parties are responsible for complying with Data Protection legislation, including ensuring that all staff who have access to student personal data are fully aware of the Data Protection principles.

Student Data Protection rights:

The university and placement provider are responsible for complying with the rights of students under applicable Data Protection legislation.

This includes making a Privacy Notice available to students, which sets out the legal basis on which their personal data is processed. Both parties must also have procedures in place to respond to Subject Access Requests (requests by a student for a copy of information the university or placement holds on them).

Retention of Information:

Personal data must only be kept for the length of time necessary to perform the processing for which it was collected. This applies to both electronic and non-electronic personal data. The University will ensure that retention policies are adopted to ensure that the student personal data specified in this agreement is destroyed once no longer needed.