

This protocol details the terms, as agreed with the listed educational establishments in the Reading Local Authority Area, on how data will be shared between them and the Council.

The principles of this protocol

1. It is understood by all concerned that the analysis and evaluation of educational data is a central facet of improvement processes, and that the responsible sharing of data and information strengthens these processes and provides the basis of support for partnership working and added improvement capacity for educational establishments supporting each other.
2. Data that can identify an individual educational establishment will only be shared within the Reading educational community. The community is defined as all Reading educational establishments funded from the public purse, referred to as 'educational establishments': and all officers within Reading Education and Children's Services, referred to as 'Officers'. Participating educational establishments are listed at the end of this protocol.
3. Data that can identify an individual child will only be shared with the educational establishment the child is attending or is transferring to and, under the terms of the Data Protection Act, will only be shared with those officers who need the data to perform their professional duties.
4. Aggregated data from which it is not possible to identify individual educational establishments or pupils will be freely shared with all educational establishments and officers.
5. To preserve and ensure the benefits of data sharing, educational establishments that exclude themselves from this protocol will not be given access to shared data.
6. All legal and Governmental requirements supersede this protocol.

Professional values

7. All recipients of data shared under this protocol, including Governors, are required to use it in a professional manner in particular to promote:
 - a. The opportunities of children
 - b. Mutual support
 - c. The improvement of outcomes for children and young adults

This protocol expressly excludes the use of shared data to:

- d. Promote one educational establishment at the expense of another

8. To ensure the effectiveness and usefulness of shared data, educational establishments and officers agree to maintain the accuracy of their own data to the best of their ability and to release it in a timely and agreed manner.
9. Schools may need to give access to data covered by this protocol to 3rd parties, in particular to support school improvement initiatives. This is acceptable as long as (a) only 3rd party access is given and (b) the 3rd party is contractually required to observe the terms of this protocol.

Use of Data

10. **Exceptions to Principle 4** (above): The following items will be kept confidential to the educational establishment concerned and the educational establishments in the same Locality unless the head teacher (or equivalent) gives consent to do otherwise:
 - Bespoke or commissioned analyses of an individual educational establishment's data
11. Officers will not publish data in the form of 'League Tables', but will instead order data to best serve the purpose of the users. For example data focussing on deprivation issues is likely to order educational establishments by an appropriate index of deprivation.

Breach of Protocols

12. Breach of these protocols by any individual, group or organisation who has signed up to them will be referred to the Head of Service or Headteacher for appropriate sanctions to be invoked.

Educational establishments that have agreed to work within this protocol

- All Reading LA nursery, primary, secondary and special schools
- All Reading Pupil Referral Units (PRUs)

Educational establishments now being invited to work within this protocol

- Free Schools
- All Academies within the area covered by Reading LA
- All Reading Children Centres