

## **Information Sharing Agreement**

### **DATA SHARING PROTOCOL FOR LIBRARY CARD PRINTING**

This is an agreement between South Gloucestershire Council and Spectrum Plastics Limited

It is made under our Information Sharing Protocol (The Avon Information Management & Technology consortium's information sharing core principles) and any relevant Partnership

Agreements or commercial contracts.

#### **1. Purposes and benefits of information sharing**

1.1. To enable Spectrum Plastics to print library cards with the names of children attending South Gloucestershire primary schools and batch into groups by school

#### **2. Roles and responsibilities of Partners**

#### **Data controller**

South Gloucestershire Council will be the data controller and will carry out the following actions:

1. Collate the data into an excel spreadsheet listing all names of children for whom cards are required
2. Will ensure that the data being used is within the GDPR legislation and will follow all guidance on the gathering and storage of the data within the council prior to supplying the data to Spectrum Plastics Ltd.
3. Will supply the data to Spectrum Plastics Ltd in a password protected spreadsheet, the password will be supplied separately through a text message to the company.

#### **Data processor**

Spectrum Plastics Ltd will be the data processor and will carry out the following procedures:-

1. Supply South Gloucestershire with a secure email address;
2. On receipt of the data will ensure only limited and identified staff have access to the password and data;
3. Ensure the data is stored on a secure system with back up on a server which is also secure;
4. Only the Account and Production Manager will have access to the password to install the data into the production process for the printing of cards

5. Once printed the cards will be delivered through a tracked delivery service;
6. The data will be held for a period of 30 days maximum. South Gloucestershire will inform Spectrum Plastics Ltd when it is to be destroyed for all systems;
7. Spectrum Plastics Ltd will supply confirmation via email that the data has been wiped from all systems (servers etc);
8. In the event of the cards needing to be re-printed then steps 1- 7 will be repeated and previous data destroyed on all systems.

### **3. Legal duty and Consent**

3.1. South Gloucestershire Council confirm that all legislation that enables the information to be shared has been followed. In addition consent to sharing the information will be sought and individuals who do not wish to have a library card for their child will have had the opportunity to submit this request prior to the printing of the cards

3.2 The Privacy Impact assessment and Legitimate Interest statement is attached for information

### **4. Security**

4.1. Details of the transfer are covered in section 1 within the responsibilities for the Data Processor:-

- i. The data will be saved within South Gloucestershire in protected folder and the file will be password protected .
- ii. The data will be transferred via email to Spectrum Plastics Ltd where it will be placed in a password protected folder that only certain members of staff can access.
- iii. The password will be communicated via a text message to an individual within Spectrum Plastics Ltd.
- iv. The data will only be taken out of the folder and processed and applied to the card once the artwork has been signed off and ready to go to press.
- v. Once printing is done the password of the folder will be changed
- vi. The data will be deleted from all folders and back up systems within 30 days from sign off of the cards.
- vii. The cards will be conveyed to a single South Gloucestershire Library via courier
- viii. In the case of a reprint the cards will be destroyed in house and recycled into our eco product range.
- ix. Spectrum Plastics Ltd will be required to confirm that the data has been deleted in accordance with the Council's request within 7 days.

## **5. Breach of security**

Any breach of security within the above process should be reported immediately to South Gloucestershire Council and not more than 24 hours from the breach being identified.

## **6. Complaints**

6.1. Any complaints relating to this information sharing process should be directed to Customer Contact Manager, South Gloucestershire Council (add address) .

## **7. Monitoring and Review**

7.1. The process will take place twice per year. After each process there will be a review of any issues that have arisen between South Gloucestershire Council and Spectrum Plastics Ltd . Should either party have any issues with the process they should give 4 weeks' notice to the other party.

## **8. SIGNATORIES**

8.1. The signatories to this protocol will agree to share data with one another providing the following conditions are met:

- There is a clear legal basis for sharing data
- That it is necessary to share data
- That the data being shared is proportionate.

The details of which should be covered off in the body of the report.

List the officers and obtain their formal signature to indicate that they have read and understood this protocol, and are happy that it complies with local and national guidance on data sharing procedures, as well as the Data Protection Act 2018, the Human Rights Act 1998 and Caldicott principles.

Martin Burton – Customer Contact Manager, South Gloucestershire Council

Spectrum Plastics Ltd contract manager or similar senior person

## **9. Distribution**

9.1.

A copy of this agreement, once signed, should be held by each signatory, the relevant Information Asset Owner and the Information Governance Compliance Officer (Policy) for inclusion in the central register

Signed on behalf of South Gloucestershire Council

Name

Position

Signed on behalf of Spectrum Plastics Ltd

Name

Position