

Hwb Data Sharing Agreement (DSA)

This guide is aimed at:

Headteachers or members of a school's Senior Management Team.

Rationale:

- A school's Headteacher (or authorised member of the school's SMT) is required to review and accept the terms in the **Hwb Data Sharing Agreement** to allow the sharing of staff and learner personal data with the Welsh Government via the **All-Wales Education Identity Provider** (AWE IdP) provisioning service.

This is because, from September 2018, it will be compulsory for all learners to have a secure login to Hwb in order to facilitate the mandatory **Personalised Assessments**.

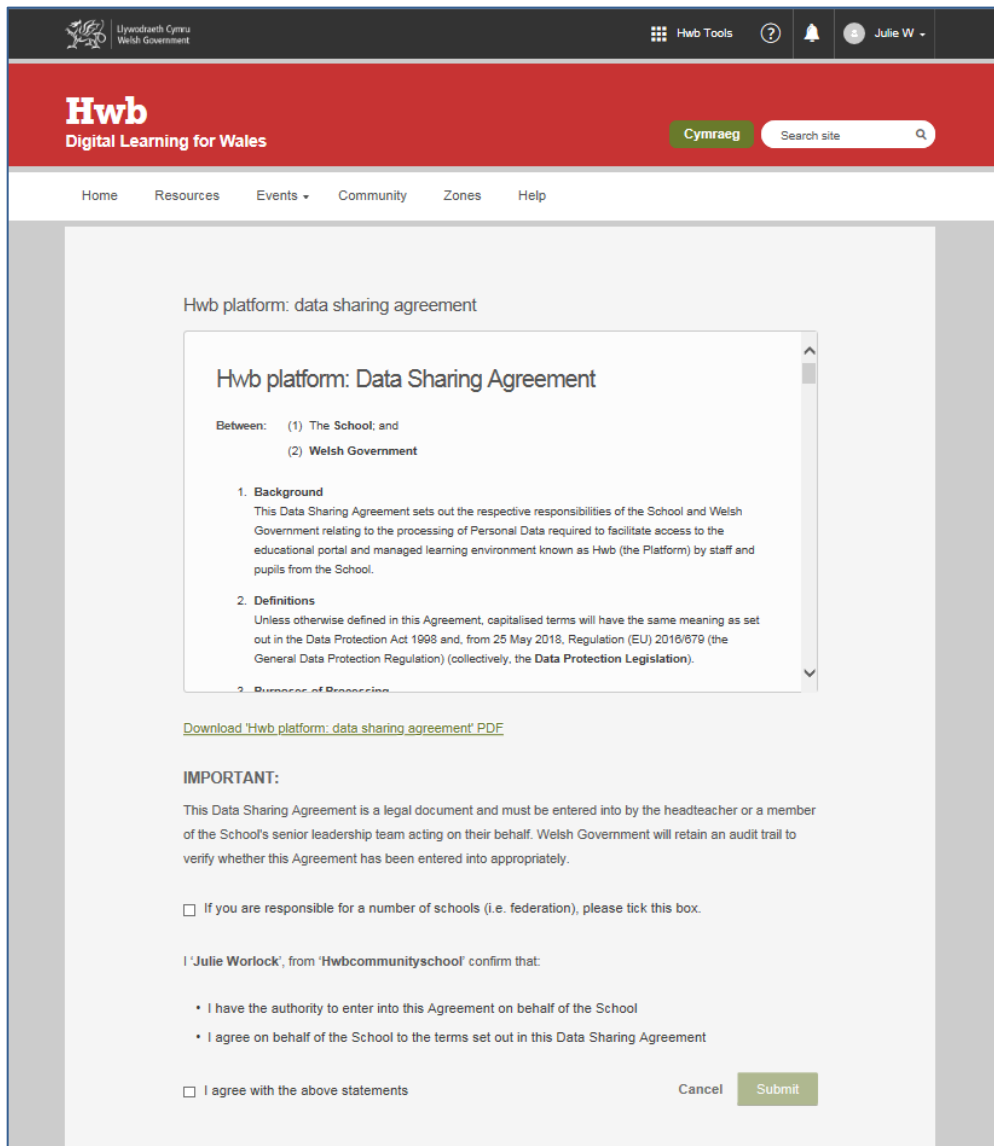
- Accepting the Hwb DSA is NOT dependent on schools obtaining consent. This is because learners DO NOT need consent to gain access to the personalised assessments – as a very minimum, their Hwb accounts will allow them access. However, **every school's headteacher must sign the Hwb DSA before their school can participate in the personalised assessments.**

Note:

- Learner consent is only required if the school wishes learners to access the full range of tools and resources within Hwb e.g. Office 365, Just2easy, G Suite for Education etc. These are known as **Hwb Additional Services**.
- [Consent](#) for these Hwb Additional Services is managed by the school. Consent forms may be issued and on their return, the school's Digital Champion must update each learner's record in the [Hwb User Management Portal](#) to indicate that consent has been given or consent has been withdrawn. *Please note, learner accounts created before May 2018 have legacy consent. This means that they can continue accessing the tools that were available to them prior to this point including Just2easy and Office 365, however they will not have access to the newer additional services, such as G Suite for Education. Consent must be obtained for learners to access these new services*

Accepting the Hwb Data Sharing Agreement (DSA)

1. Log in to Hwb at <https://hwb.gov.wales>
2. Click on **Support Centre > Trust Centre > Data Protection > Hwb Data Sharing Agreement**.
3. Click on the link under **Accepting the Hwb Data Sharing Agreement**.
4. Review the **Data Sharing Agreement** (within the window).



Hwb platform: data sharing agreement

Hwb platform: Data Sharing Agreement

Between: (1) The School; and
(2) Welsh Government

1. Background
This Data Sharing Agreement sets out the respective responsibilities of the School and Welsh Government relating to the processing of Personal Data required to facilitate access to the educational portal and managed learning environment known as Hwb (the Platform) by staff and pupils from the School.

2. Definitions
Unless otherwise defined in this Agreement, capitalised terms will have the same meaning as set out in the Data Protection Act 1998 and, from 25 May 2018, Regulation (EU) 2016/679 (the General Data Protection Regulation) (collectively, the Data Protection Legislation).

3. Purpose of Processing

[Download 'Hwb platform: data sharing agreement' PDF](#)

IMPORTANT:
This Data Sharing Agreement is a legal document and must be entered into by the headteacher or a member of the School's senior leadership team acting on their behalf. Welsh Government will retain an audit trail to verify whether this Agreement has been entered into appropriately.

If you are responsible for a number of schools (i.e. federation), please tick this box.

I 'Julie Worlock', from 'Hwbcommunityschool' confirm that:

- I have the authority to enter into this Agreement on behalf of the School
- I agree on behalf of the School to the terms set out in this Data Sharing Agreement

I agree with the above statements

Cancel

5. Once you have reviewed the DSA, scroll down to the bottom of the browser window.
6. If you are responsible for a number of schools (e.g. a federation), click on the relevant box and type the names and DfES numbers of all the schools that you are accepting the DSA for.

7. To accept the DSA, click in the box next to '**I agree with the above statements**' and finally, click on the **Submit** button.
8. Your agreement will be registered electronically on the Hwb system.