

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.

Accepting the Hwb Data Sharing Agreement (DSA)

1. Headteacher (or authorised staff member) to log in to Hwb at <https://hwb.gov.wales>
2. Click on **Support Centre > Trust Centre > Data Protection > School Data Sharing Agreement** <https://hwb.gov.wales/support-centre/trust-centre/data-protection/hwb-data-sharing-agreement/>
3. Click on the link under **Accepting the Hwb Data Sharing Agreement** <https://hwb.gov.wales/dsa>
4. Review the **Data Sharing Agreement** (within the window).

The screenshot shows the Hwb platform interface for the Data Sharing Agreement. At the top, there is a header with the Hwb logo, the Welsh Government logo, and the text 'ADDYSG CYMRU EDUCATION WALES'. Below the header, there is a search bar and a 'Cymraeg' button. The main content area is titled 'Hwb platform: Data Sharing Agreement'. It contains a form with the following sections:

- Between:** (1) The School; and (2) Welsh Government
- 1. Background:** This Data Sharing Agreement (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 Regulation (EU) 2016/679 (the General Data Protection Regulation) and the Data Protection Act 2018 (collectively, the Data Protection Legislation).
- 3. Purposes of Processing:** 3.1. The Personal Data specified in Schedule 1 of this Agreement (the Data) will be used by Welsh Government for the purposes of:

Below the form, there is a link to 'Download "Hwb platform: data sharing agreement" PDF'. An **IMPORTANT:** notice states: '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.' There is a checkbox for 'If you are responsible for a number of schools (i.e. federation), please tick this box.' Below this, there is a text input field for 'Please specify each additional school which you have the authority to enter into this Agreement on behalf of. Please enter one DfES number and school name per line:'. At the bottom, there is a section for 'from null, Hwbcommunityschool confirm that:' with two radio buttons: 'I have the authority to enter into this Agreement on behalf of the School' and 'I agree on behalf of the School to the terms set out in this Data Sharing Agreement'. There is also a checkbox for 'I agree with the above statements' and 'Submit' and 'Cancel' buttons.

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.