



Department  
for Education

## Education Data Division - request for change form for CBDS

### RFC 1102

### QTS route codeset

### Type of change

Update to codeset

### Name and team/company of RFC Originator:

Kirsty Knox, DDU

Contact: [Queries.SUPPLIER@education.gov.uk](mailto:Queries.SUPPLIER@education.gov.uk)

### Date RFC raised

13 August 2019

### Date change required

In preparation for school census autumn 2019

### Priority

[2]

#### Priority ratings

**1 = Top** - Ministerial or legislative requirement

**2 = High** - Senior official customer requirement or clear net benefit / efficiency saving to EDD, department or MIS suppliers

**3 = Medium** - Customer requirement, marginal net benefit

**4 = Low** - Nice to have, net cost, does not affect functionality, cosmetic change

## Section 1 – details of change

### Data item / rule number

CS004

Description of change

Update the code descriptions to accurately reflect where data can be shared

From:

| <b>CS004 / D00010</b> | <b>Youth support services Agreement</b>                                                                                                                        |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes                   | Permission has been given by the parent or guardian                                                                                                            |
| No                    | Parent or guardian has refused permission (Data can NOT be shared with youth support services)                                                                 |
| UNS (Unsought)        | Unsought - School has not yet sent out privacy notices (Data can NOT be shared with youth support services)                                                    |
| SNR                   | Sought, no reply - School has sent out privacy notices, but has received no reply from parent or guardian (Data can NOT be shared with youth support services) |

To:

| <b>CS004 / D00010</b> | <b>Youth support services Agreement</b>                                                                                       |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Yes                   | Permission has been given by the parent, guardian or pupil                                                                    |
| No                    | Parent, guardian or pupil has exercised their right to object                                                                 |
| UNS (Unsought)        | Unsought - school has not yet sent out privacy notices, data can be shared with youth support services                        |
| SNR                   | Sought, no reply - school has sent out privacy notices, but received no reply, data can be shared with youth support services |

### Reason for change (including benefits)

After review of legal basis, it has been agreed that the sharing of pupil data with local authorities and youth support services would come under legal obligation and s72 of the Education and Skills act 2008. The parent / guardian or pupil (aged16+) would need to exercise their right to object to any information other than name, address & DOB being shared.

Therefore, the codeset that reflects opt-in (as per GDPR) needs refreshing along with census guidance & suggested texts for privacy notices.

## **Impact of not doing the change**

The codeset would indicate sharing was not possible when in fact, it is.

## **Impact assessment to be undertaken by**

N/A

## **Date consulted**

14/08/2019

## **Response requested by**

N/A

## **Section 2 – impact analysis**

### **Software suppliers' summary of impact assessment**

N/A

### **DfE internal colleagues' summary of impact assessment**

Legal advisors and data protection officer agreed changes.

### **Alternative Solutions / Workarounds (if appropriate)**

N/A

## **Section 3 - outcome / decision**

### **Date of review meeting**

14 August 2019

### **Attendees**

Kirsty Knox & Paul Hirst

### **Brief Summary of Discussion**

Agreed to update codeset and all associated documentation to reflect legal advice.

### **Accept / Reject**

Accept – codeset CS004 updated.

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