

# **DfE (and Executive Agencies) Data Sharing Service Application Form**

## **Contents**

Introduction

Section 1-2: Purpose & Data

Section 3: Ethics

Section 4: ONS SRS

Section 5: Direct Supply - applicants seeking a direct supply of DfE personal data

Section 6: Individuals requiring access

Section 7: Data Protection Roles

Section 8: Lawful Basis for processing DfE personal data

## **Introduction**

This form is for all requests to DfE for accessing DfE[[1]](#footnote-1) personal data (DfE data). This form must be used by all applicants, for operational purposes, central or local government research and third-party research, evaluation or analysis and other government departments.

There are separate application forms for:

* Applying to deposit linked DfE data for onward sharing under Digital Economy Act (DEA),
* Applying for linked DfE/MoJ data – [MoJ Data First](https://www.gov.uk/guidance/ministry-of-justice-data-first),
* Applying for DfE personal data for a DfE-commissioned research projects (that is, where DfE are contracting with a third party for the purpose of carrying out research). Talk to your DfE contact before attempting to complete this application form.
* Applying for DfE personal data for operational purposes. Talk to your DfE contact and ask them to use the Data Sharing Service’s application form for operational purposes.

**Evidence to be submitted with application**

The following evidence must be submitted alongside the application form:

* Evidence of any ethical consideration for your project.
* Detailed data requirements using the latest, relevant data tables.
* [Information Security Questionnaire](https://www.gov.uk/guidance/apply-for-department-for-education-dfe-personal-data#apply-for-direct-access-to-dfe-personal-data) (ISQ) for those applying for a direct supply of personal data. Associated evidence to support the ISQ.
* Evidence of your organisation’s policies regarding appropriate background checks for those individuals processing DfE personal data through a direct supply data share, see section 6

For crown bodies, the only evidence that is required to support this application are the detailed data requirements using the latest, relevant data tables.

Complete all relevant questions in the application form with the support of the [guidance notes](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1186390/DfE_data_sharing_service_application_form_guidance_v1.7_September_2023.pdf). For any advice on completing the form, or submitting a completed form, contact [data.SHARING@education.gov.uk](mailto:data.SHARING@education.gov.uk) Incomplete applications and missing evidence will delay the approval process.

Information from the answers to the \* (asterisk) questions will be published in [DfE external data shares](https://www.gov.uk/government/publications/dfe-external-data-shares).

## **Section 1 – Personal details**

### **Applicant name**

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| **Applicant name** |  |
| **Organisation** |  |
| **Applicant’s email address** |  |

### **Application type**

All applicants to answer these questions.

DfE receives applications for 3 main types of data shares using this application form. Select the box that most describes the purpose of your project.

Operational purposes

Central or local government research

Third party research, evaluation, or analysis

State why you think your project fits the application type above.

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### **Name of Research, Project, Programme, Digital Service that requires personal data**

All applicants to answer this question.

Provide the name of the project or system in no more than 10 words.

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### **Grant Award Reference Number**

All applicants to answer this question if applicable (optional).

If the research has been allocated a Grant with a Grant Number provide the number here.

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### **Brief Purpose\***

All applicants to answer this question.

Provide a short description of the project and its benefits, in no more than 150 words, in the box below using the structure in the text box below.

This will be published on [DfE External Data Shares](https://www.gov.uk/government/publications/dfe-external-data-shares) so you need to use plain English language that would be easy to understand by an interested citizen, avoid heavy ‘research jargon’ or ‘education speak’, avoid acronyms and write in the third person (i.e., do not use “I” or “We”).

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| [insert your organisation name] wishes to use [describe DfE data sets and the years required].  With this data they will [describe your project].  The public benefit of this work will be [describe project benefits] |

### **Fuller Description**

All applicants to answer this question.

Provide a detailed description of your project’s aims and objectives and state whether the project is part of a larger body or program of work. For research projects, provide the specific research questions being addressed by this project.

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### **Research Methodology**

All applicants (except those projects for operational purposes) to answer this question.

Provide a detailed description, in no more than 1000 words, of the research protocol and/or methodology you will follow, as well as how you intend to use the DfE data.

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### **Public Benefit (Public Good)**

All applicants to answer these questions.

You must demonstrate that your project will deliver a clear public good. Your project should deliver one or more of the public benefits listed below. Provide as much detail as possible for those that apply.

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| **Public Good** | **Details** |
| Provide an evidence base for public policy decision-making |  |
| Provide an evidence base for public service delivery |  |
| Provide an evidence base for decisions which are likely to significantly benefit the UK economy, society, or quality of life of people in the UK. |  |
| To replicate, validate or challenge Official Statistics |  |
| To replicate, validate or challenge existing research |  |
| To significantly extend understanding of social or economic trends or events by improving knowledge or challenging widely accepted analyses |  |
| To improve the quality, coverage, or presentation of existing statistical information |  |

If you think your project provides a different public benefit, explain this here.

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### **Risk to Public Benefit (Public Good)**

All applicants to answer these questions.

Have any risks to public benefit been identified?

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If you have identified any risks to delivering public benefit, or any other adverse effects, give details of them below. Also include details of what you have done or plan to do to reduce or eliminate them.

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### **Areas of Research Interest (ARI)**

List below [DfE Area of Research Interest (ARI)](https://www.gov.uk/government/publications/department-for-education-areas-of-research-interest) of work that the research will be related to (max 150 words).

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### **Intended Outputs**

All applicants to answer these questions.

What research outputs do you intend to produce to make your research available to the public, please complete all that apply.

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| **Type of Output** | **Provide more details for your project** |
| Exploratory analysis / internal work (publication not intended at this stage) |  |
| Freely available research findings/reports (add publication details if known) |  |
| Chargeable research findings / reports (add publication details if known) |  |
| Research findings / reports primarily for use by the media (provide details on how the media might use your findings) |  |
| Free software products / webtools for data analysis | Open access  Restricted access |
| Chargeable software products / webtools for data analysis | Open access  Restricted access  Subscription-based service |
| Refereed journal publication |  |
| Book chapter or book |  |
| Report for Government Department or funder |  |
| Published presentation (conference, workshop seminar etc) |  |
| Research dissertation/thesis (PhD/MSc, MA etc) |  |
| Published news piece/blog post/audio interview |  |
| Other |  |

If you are not intending to publish your outputs at this stage, explain why.

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### **Statistical Disclosure Control**

All applicants to answer these questions.

Do you wish to directly identify educational establishments, in your outputs? Is so, explain why.

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Provide details of the lowest level of geography you wish to identify in your outputs.

Do you wish to directly identify geographical locations in your outputs? If so, state the lowest level to be identified e.g. Lower Layer Super Output Area (LSOA), parliamentary constituency, local authority, region etc.

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### **Project Timescales**

All applicants to answer these questions.

Provide the estimated duration of the use of DfE data in your project (start date to end date) and a comprehensive breakdown of your project’s milestones.

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For how long will you need access to the DfE data (this will inform DfE’s proposed licence end date).

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### **Future Intentions**

All applicants to answer this question.

Provide any details of how your project might evolve over time. We need to understand what data is required on an ongoing basis or what data is required at regular frequencies or at intermittent points.

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### **Link to any previous DfE data requests**

All applicants to answer these questions.

If this data request is a continuation of a previous DfE data request, provide the following details:

* DSAP number and/or any other DfE reference numbers provided;
* ONS SRS Project Area Reference Number and whether the new data will be placed in the same ONS SRS project area (where relevant);
* Details of how this is related to previous requests;
* Details of project progress relating to the previous requests including any links to previously published outputs.
* Details of whether you are proposing to use the DfE data you previously received alongside the new DfE data you are requesting in this application.

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## **Section 2 – Data**

### **Data Requirements\***

All applicants to answer these questions.

Provide details of the DfE data you require. Make sure you include enough detail to uniquely identify the DfE personal data you want including the dataset name, years, releases, key stages, cohorts, variables, version. Provide adequate justification for the volume of data that you are requesting.

You may also submit completed [data tables](https://www.gov.uk/guidance/apply-for-department-for-education-dfe-personal-data#data-tables) (where applicable). To help you complete data tables you can use the [Find & Explore NPD Data](https://www.find-npd-data.education.gov.uk/) to find information on the data that you are interested in.

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If you require [identifiable](https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data#riskofidentification) data from DfE (i.e., risk level 1 (instant identifiers) or risk level 2 (meaningful identifiers)), state your reasons here. Refer to the relevant data tables for the required dataset to view the classifications of specific data items.

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If you require [sensitive](https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data#sensitivity) data from DfE (i.e., categories B (highly sensitive), C (sensitive not classed as special categories under UK GDPR) including criminal offence data or D (special categories under UK GDPR), justify your reasons here. Refer to the relevant data tables for the required dataset to view the classifications of specific data items.

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Are you aware of any limitations of using the DfE data for the purposes of your project? If so, how will you mitigate against these and/or caveat these within any outputs?

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### **Data to be ingested (ONS only)**

If you wish to add reference data (i.e., non-personal data) into the ONS SRS project space alongside DfE data requested in this application to answer this question.

All ingests **must** be approved by DfE. Provide the following details:

* description of the reference data source(s), including details of where the reference data is published, or where this is not published who owns this data;
* justification for the reference data to be used alongside the DfE data;

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### **File Format**

All applicants to answer these questions.

What is the preferred file format for data extracts?

Tab-delimited text file

CSV

Excel (not available for NPD)

SPSS (DfE will send a text file to ONS for use with ONS SPSS software)

SQL database (with SQL schemas) – the SQL format is not available in ONS SRS

SQL database creation script (in MS SQL Server format)

Provide any further details that may assist DfE in creating the DfE extracts in the right file format

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### **Matching Requests – Personal data**

All applicants seeking to match personal data that that they hold to DfE data being requested in this application, to answer this question.

Matching personal data to DfE data using ‘instant’ or ‘meaningful’ identifiers must be carried out by DfE (contact [data.sharing@education.gov.uk](mailto:data.sharing@education.gov.uk) in advance of submitting your application if this is an issue). Provide the following details:

* justification for the matching taking place in the context of this application and use of DfE data;
* when you will be ready to send the ‘instant’ or ‘meaningful’ identifier data variables securely to DfE for matching;
* description of the personal data source(s) to be matched to DfE data, including contact details of the data owner(s);
* details of the expected number of individuals/records that will be required to match to DfE data;
* description of the ‘instant’ or ‘meaningful’ identifier data variables that will be provided to DfE for matching
* description of the meaningless identifier data variable that you require to be added to the DfE data to enable future linkage to any additional data variables you hold;
* description of the data variables that will be required for onward analysis alongside the DfE data and confirmation that the applicant is content uploading their contextual data into ONS SRS.

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### **Matching Requests - Identification Risk**

All applicants who are seeking to match personal data that they hold to DfE data being requested in this application to answer this question.

This section should be used to classify any data supplied to DfE for matching. The guidance document includes examples of these.

DfE categorises its data for identification risk using the mechanism below. We need you to tell us the highest level of identification risk that your data poses.

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| **DfE External Data Shares labelling** | [**Identification Risk**](https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data#riskofidentification) | **Tick highest level** |
| **Individually identifiable data** | 1. Instant identifiers |  |
| **Individually identifiable data** | 1. Meaningful identifiers |  |
| **De-identified individual data** | 1. Meaningless identifiers |  |

### **Matching Requests - Sensitivity**

This section should be used to classify any data supplied to DfE for matching requests. The guidance document includes examples of these.

DfE categorises its sensitive data using the mechanism below. We need you to tell us the sensitivity levels of your data.

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| **Sensitivity level** | **Description** | **Tick all that apply** |
| B | Highly Sensitive: Contains data about interactions with Children’s Services |  |
| C | Sensitive data not classed as a special category under UK GDPR, but a public expectation would be that we treat it sensitively [Note: DfE has re-classified Gender to sensitive data, it is not a UK GDPR special category] |  |
| D | Sensitive data captured as a special category under UK GDPR:   1. Personal data revealing racial or ethnic origin 2. Personal data revealing political opinions 3. Personal data revealing religious or philosophical beliefs 4. Personal data revealing trade union membership 5. Genetic data 6. Biometric data (where used for identification purposes) 7. Data concerning health 8. Data concerning a person’s sex life 9. Data concerning a person’s sexual orientation | 1.  2.  3.  4.  5.  6.  7.  8.  9. |
| E | Other, non-sensitive data variable |  |

Justify why your project requires this level of sensitivity.

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### **DfE (and executive agencies) agreement**

All applicants to consider this question.

If you have discussed this application and its data requirements with anyone in DfE, Education and Skills Funding Agency (ESFA), Standards and Testing Agency (STA), or Teachers Regulation Agency (TRA) provide their name and contact details.

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### **Information Asset Owner (DfE teams only)**

All DfE (and Executive Agencies) teams requesting approval from Data Sharing approval Panel (DSAP) to share DfE personal data with external organisations under a DfE commercial contract to answer this question.

Provide the name of the Information Asset Owner and their contact details.

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### **Data Requirements Sign Off**

All applicants to answer this question.

Enter the name of the person in the project or your organisation who has the authority to sign off the Data Requirements and can confirm that the stated requirements meet the project objectives. Mistakes cannot be rectified once the data extract has been created.

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## **Section 3 - Ethics**

### **Ethics**

This section is not applicable for DfE operational projects or requests from crown or public bodies.

If your project is for research purposes, you must submit either:

1. Details of the ethical approval body, and any caveats from their findings and any relevant supporting documentation, or
2. the UK Statistics Data Ethics self-assessment form. Go to the [UKSA website](https://uksa.statisticsauthority.gov.uk/about-the-authority/committees/national-statisticians-data-ethics-advisory-committee/ethics-self-assessment-tool/) for an overview, form and guidance.

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### **Services offered to schools**

If your request for data is associated with offering services to schools.

Provide details as to how your service aligns with the principles as detailed in the [Teacher Workload Advisory Group’s Making Data Work Report](https://www.gov.uk/government/publications/teacher-workload-advisory-group-report-and-government-response). In particular in the following areas:

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| That the purpose and use of data is clear, is relevant to the intended audience within schools and is in line with the school values and aims. |  |
| That the precision and limitations of data, and what can be inferred from it, are well understood by the applicant and the schools who are receiving this service offer. This includes supporting users of services within schools such as data managers, teachers, middle & senior leaders, and governors to use good data well. |  |
| That the service will reduce workload burdens associated with data, including working with trusts and local authorities to review and reduce data practices that are not helpful for pupil progress and that increase teacher workload. |  |

### **Services offered to individuals**

If your request for data is associated with offering services to individuals (e.g., learners, workforce members, parents).

Provide details in particular in the following areas:

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| Ensure the service helps the target market, and wider education and children’s services sector, through enabling better informed choice and / or widening participation. |  |
| Ensure the service is developed and improved through user-centred design (i.e., putting the user first). |  |

### **Commercial considerations**

If you intend to use DfE personal data in any products or services that have a commercial element to it.

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| --- | --- | --- | --- | --- |
|  |  | **Yes** | **No** | **Details** |
| 1 | Will DfE personal data inform a product where access to that product will be bought or sold? |  |  |  |
| 2 | Is there any intention to generate a financial profit using DfE personal data? |  |  |  |
| 3 | If ‘yes’ to Q1-2, will the DfE personal data itself be sold on? |  |  |  |
| 4 | If ‘yes to Q1-2, will this duplicate any DfE analysis or DfE product? |  |  |  |

Explain which organisations, or which individuals, will benefit from your product or service and include links to the product or service.

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Explain your company’s position in the market in relation to this product or service, including details of any competitors in the market and the size of the market you are targeting over the next 5 to 10 years.

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Explain how users pay (or how you intend for users to pay) for access to the elements of the product or service that are based on DfE data.

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If part or all of your product or service sits behind a pay wall, provide details.

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## **Section 4 – ONS SRS**

All applicants to complete this section.

### **Research Theme**

Select one theme that most closely matches the subject of your research project. If your project theme is not included below, select ‘Other theme’ and specify it in the box provided.

Births and mortality  Migration

Business and industry  Personal and household finances

Crime and justice  Sector specific

Economic output and productivity  Country specific

Economy and trade  Other theme

Education, training, and skills

Employment and labour market

Environment, housing, and infrastructure (including transport)

Health, social care, and wellbeing

Population and social insights (e.g., social mobility equality and inclusion)

If other, provide details in the box below.

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### **Project Access Level**

Select the [level of access](https://www.ons.gov.uk/aboutus/whatwedo/statistics/requestingstatistics/secureresearchservice/accessthedatasecurely) required within the ONS SRS (select one):

Level 1 – safe room and SafePod only

Level 2 – safe room, SafePod, and AOC office access

Level 3 – safe room, SafePod, AOC office access and AOC remote (home) access

### **Software**

State the software that you will require for your project.

[For ONS SRS – see their [latest](https://www.ons.gov.uk/aboutus/whatwedo/statistics/requestingstatistics/approvedresearcherscheme#software) list]

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If any of the software you would like is not easily available (e.g. accessibility software), provide details – we may be able to discuss your requirements with ONS SRS.

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## **Section 5 – Direct Supply**

### **Reasons why ONS SRS is not suitable for your project**

Provide reasons why your project cannot be carried out in the ONS SRS

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Which exemption applies to your project.

1. Data is being processed to fulfil an essential public task, such as the running of education or children’s services;

2. You are doing research funded by, or commissioned by, DfE and its executive agencies or other government departments;

3. You are doing research that is sponsored or supported by DfE and its executive agencies as adding significant value to the evidence base supporting education or children’s services.

State why you have chosen the exemption above.

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### **Information Security Assessment**

If applying for a Direct Supply of DfE personal data, provide details of all organisations that will receive a direct supply of DfE personal data. Requests from public bodies and private organisations must complete and submit an [Information Security Questionnaire](https://www.gov.uk/guidance/apply-for-department-for-education-dfe-personal-data#further-information-on-direct-access-to-dfe-personal-data) (ISQ).

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| --- | --- | --- | --- |
| Name of organisation | Primary contact name, role / position, email address | Information Security Officer’s and Data Protection Officer’s name and email address | Data Protection Role on project and details of agreements in place with the organisation that is going to sign the commercial contract, the Data Sharing Agreement, or the Memorandum of Understanding with DfE |
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Provide details of a) anything that might reassure DfE of your organisation’s information security for Data Sharing Approval Panel (DSAP) to approve your application for a direct supply of data or b) of mitigating circumstances as to why the information security assessment might be deficient in some places.

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## **Section 6 – Individuals requiring access**

All applicants to answer these questions.

All individuals requiring access to DfE data should provide their details below. If individuals are from different organisations, under UK GDPR there must be a suitable contract / arrangement in place between these organisations.

I confirm that there are appropriate UK GDPR data sharing agreements between the organisation that will sign the DfE DSA/MoU and any individuals listed below from different organisations and I have included copies of these agreements

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| Researcher Role | Name | Organisation | Business Address | Email Address | Research Accreditation Number (if approved for ONS) |
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### **Individuals requiring a direct supply of data**

Provide the name and email address of the data recipient that will be receiving the data from Galaxkey.

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### **Individuals requiring a direct supply of data (DfE processors under DfE contract)**

Provide a copy of the ‘DfE Supplier Assurance’ form (this is a prerequisite for all DfE contracts) to ensure the organisation that intends to process DfE personal data carries out appropriate background checks.

Use this space to provide any other information that is pertinent to this organisation and/or data share regarding background checks.

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### **Individuals requiring a direct supply of data (all other third parties)**

Requests from public bodies and private companies whose employees will be processing DfE data must complete this section.

It is [His Majesty’s Government Security Policy](https://www.gov.uk/government/publications/security-policy-framework/hmg-security-policy-framework#personnel-security) that anyone with access to data classified as OFFICIAL (e.g., all DfE personal data) must be cleared to an equivalent of the Baseline Personnel Security Standard (BPSS). The department’s expectation is that DfE organisations we share data with will carry out the following background checks:

* Identity
* Nationality and Immigration Status
* Employment history (past 3 years)
* Criminal record (unspent convictions only)

Indicate which of these background checks are carried out on those individuals who will have access to DfE personal data? Tick all that apply and submit appropriate evidence to support your application.

Yes – to Baseline Personnel Security Standard (BPSS)

Yes – we apply BS7858

Yes – other [National Security Vetting](https://en.m.wikipedia.org/wiki/Security_vetting_in_the_United_Kingdom) checks, provide details

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Yes – but not to BPSS or BS7858 standard, provide details

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No, describe the background checks you carry out, or intend to carry out, for these individuals.

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## **Section 7 – Data Protection Roles**

Complete these questions to establish which organisation is the most appropriate organisation to sign the agreed documentation with DfE. This is especially important if individuals that require access to DfE data are from different organisations.

### **Type of Documentation to Facilitate the Data Share**

Tick the box that most describes the documentation you are seeking.

Memorandum of Understanding (for sharing with crown bodies) – “MoU”

Independent Controller to Independent Controller Data Sharing Agreement (for sharing with third parties) – “DSA”

Commercial Contract where the contractor is acting as DfE’s processor – “Contract”

Other

If other, explain below.

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### **MoU – Name and address of Signatory Organisation**

Provide the name and address of the organisation(s) that will sign the MoU with DfE.

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Provide the name, email address and role of the person that will sign the MoU. We will be using AdobeSign software to sign the MoU, so the email address is crucial.

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Explain why you have chosen the organisation named above to be the legal party that DfE should sign the MoU with if it is not the Controller or Joint Controller(s).

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Provide contact details of the primary contact(s)

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Provide contact details of the secondary contact(s)

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Provide name, address and contact details of the Data Protection Officer(s) of the Controller or Joint Controller(s)

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### **DSA – Name and address of Signatory Organisation**

Provide the name and address of the organisation that will sign the DSA with DfE. This must be the Controller. \*

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Provide the name, email address and role of the person that will sign the DSA. We will be using AdobeSign software to sign the DSA, so this email address is crucial. Explain why you have chosen the organisation named above to be the legal party that DfE should sign the DSA with if it is not the Controller.

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Provide contact details of the primary contact

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Provide contact details of the secondary contact

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Provide name, address and contact details of the Data Protection Officer

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ICO registration number and registration expiry date. If registration expires within the next 3 months, confirm that this will be renewed.

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### **Applications from Third-party Joint Controllers (or their processors)**

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| **Answer the following questions** | **Yes** | **No** |
| Have both joint controllers carried out a formal assessment of their DPA roles using the ICO checklist? |  |  |
| Have both joint controllers understood the application guidance for this question and its implications for both controllers? |  |  |

State which organisation will be the “Requester” that will sign the independent controller to independent controller data sharing agreement with DfE?

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State which organisation will be the “Joint Requester”?

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Provide the name, email address and role of the person that will sign the DSA as the Requester. We will be using AdobeSign software to sign the DSA, so this email address is crucial.

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Provide contact details of the Requester’s primary contact.

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Provide contact details of the Requester’s secondary contact

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Provide name, address and contact details of the Requester’s Data Protection Officer

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Requester’s ICO registration number and registration expiry date. If registration expires within the next 3 months, confirm that this will be renewed.

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Provide the contact details of the Joint Requester

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Provide contacts details of the Joint Requester’s primary contact

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Provide contacts details of the Joint Requester’s secondary contact

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Provide name, address and contact details of the Joint Requester’s Data Protection Officer

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Joint Requester’s ICO registration number and registration expiry date. If registration expires within the next 3 months, confirm that this will be renewed.

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### **DfE commercial contract – Name and address of Signatory Organisation**

Provide the name and address of the organisation that will sign the commercial contract with DfE. This must be DfE’s processor. \*

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Provide the email address of the person that will sign the contract.

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Explain why you have chosen the organisation named above to be the legal party that DfE should sign the commercial contract if it is not the processor.

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Provide the name, email address and role of the person that will sign the DfE commercial contract addendum. We will be using AdobeSign software to sign the addendum to the contract (if required), so this email address is crucial.

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Provide contacts details of the primary contact.

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Provide contact details of the secondary contact.

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Provide name, address and contact details of the Data Protection Officer of the contractor.

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ICO registration number and registration expiry date. If registration expires within the next 3 months, confirm that this will be renewed.

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Provide your [Companies House](https://www.gov.uk/get-information-about-a-company) reference number.

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### **Any organisation(s) that require DfE personal data**

This section must be completed for any other organisation not already detailed above that is intending to access DfE personal data

I confirm that there are appropriate UK GDPR data sharing agreements between the organisation that will sign the DfE DSA/MoU and any organisations below.

**Organisation 1**

|  |  |
| --- | --- |
| Name and business address of Organisation |  |
| Project Role (e.g., sponsored, funded, or commissioned by DfE or other organisations) |  |
| Data Protection Role on project (e.g. Controller, Joint Controller, Processor) |  |
| Relation to the organisation that will sign the MoU, Commercial Contract or DSA with DfE and details of any contracts, agreements etc. in place. |  |
| Primary Contact including name, position, telephone number, email address |  |
| Secondary Contact including name, position, telephone number, email address |  |
| Data Protection Officer name, business email address, telephone number, business postal address |  |
| ICO registration number and registration expiry date. If registration expires within the next 3 months, confirm that this will be renewed. |  |

**Organisation 2**

|  |  |
| --- | --- |
| Name and business address of Organisation |  |
| Project Role (e.g., sponsored, funded, or commissioned by DfE or other organisations) |  |
| Data Protection Role on project (e.g. Controller, Joint Controller, Processor) |  |
| Relation to the organisation that will sign the MoU, Commercial Contract or DSA with DfE and details of any contracts, agreements etc. in place. |  |
| Primary Contact including name, position, telephone number, email address |  |
| Secondary Contact including name, position, telephone number, email address |  |
| Data Protection Officer name, business email address, telephone number, business postal address |  |
| ICO registration number and registration expiry date. If registration expires within the next 3 months, confirm that this will be renewed. |  |

### **Any organisations that have a project role but do not require DfE personal data**

Provide details of all other organisations that are involved in the success of the project but do not need a direct supply of DfE personal data or access to DfE personal data in ONS SRS

|  |  |  |
| --- | --- | --- |
| Name of organisation | Primary contact name, role / position, email address | Relationship with other organisations on this application form |
|  |  |  |
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## **Section 8 – Lawful basis**

### **Lawful Basis**

All applicants (except DfE teams) must answer this section. DfE teams move to next section.

We need information on your lawful basis for processing personal data received from DfE and, where appropriate, the condition you meet for processing any DfE special category data to allow us to draft the data sharing agreement (for private companies and public bodies) or Memorandum of Understanding (for crown bodies) if your request is approved.

It is not for DfE to determine the validity of your selected lawful basis and all parties to the data sharing agreement will be responsible and accountable for their own compliance with data protection legislation. If you are unsure which lawful basis applies, check your own Data Protection Impact Assessment (DPIA) and / or consult with your Data Protection Officer.

Select the UK GDPR lawful basis that you will rely upon for the processing of DfE personal data as part of your project (select one only).

Consent

Contract

Legal obligation

Vital interests

Public task

Legitimate interest

Where legitimate interest is being relied upon, confirm the following:

you have completed a [Legitimate Interest Assessment](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/lawful-basis/legitimate-interests/what-is-the-legitimate-interests-basis/) (LIA) and have embedded your LIA into the box below

you have decided to rely on legitimate interest having identified that no other lawful basis applies.

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Where special category data is being processed, select one UK GDPR processing condition below.

Not Applicable (N/A)

Explicit consent

Employment, social security, and social protection

Vital interests

Not-for-profit bodies

Made public by the data subject

Legal claims or judicial acts

Reasons of substantial public interest

Health or social care

Public health

Archiving, research, and statistics

Where criminal offence data is linked to DfE data and being processed as part of this project, select the one UK GDPR condition below.

Not Applicable (N/A)

Official authority

Specific condition in Data Protection Act 2018 (DPA), Schedule 1

Where a Specific Condition is relied upon, provide details of which condition applies and how it applies.

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### **Status of DfE DPIA**

[This section must be completed by DfE teams that are applying for DSAP approval]

You need to provide the status of the DPIA you have submitted to Office of the DPO via the [DPIA Portal](https://educationgovuk.sharepoint.com/sites/lvewp00158/SitePages/DPIA.aspx).

Where it is in progress, provide details.

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Where it is completed, provide the completion date, name of the ODPO case worker and any outcome provided to you by ODPO.

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### **Check and Send**

Prior to returning this form, check the following:

**Section 1 – Purpose**

|  |  |  |
| --- | --- | --- |
| **Action** | **Done?** | **N/A?** |
| Section completed |  |  |

**Section 2 – Data**

|  |  |  |
| --- | --- | --- |
| **Action** | **Done?** | **N/A?** |
| Section completed |  |  |
| Evidence submitted: relevant DfE personal data – data tables |  |  |

**Section 3 – Ethics**

|  |  |  |
| --- | --- | --- |
| **Action** | **Done?** | **N/A?** |
| Ethics & Research Methodology |  |  |
| Commercial consideration – any applicants whose project will be using DfE personal data for commercial gain |  |  |
| Evidence submitted: Ethical approval body documentation or UKSA Ethics Self-Assessment form (latter is mandatory if no other ethics evidence is available) |  |  |

**Section 4 – ONS SRS**

|  |  |  |
| --- | --- | --- |
| **Action** | **Done?** | **N/A?** |
| Section completed |  |  |

**Section 5 – Direct Supply**

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| --- | --- | --- |
| **Action** | **Done?** | **N/A?** |
| Section completed |  |  |
| Evidence submitted: ISQs for each organisation to receive DfE personal data & other supporting evidence (e.g., security policies) |  |  |

**Section 6 – Individuals Requiring Access**

|  |  |  |
| --- | --- | --- |
| **Action** | **Done?** | **N/A?** |
| Section completed. |  |  |
| Evidence submitted: your organisation’s policies regarding appropriate background checks for those individuals processing DfE personal data through a direct supply data share. |  |  |
| Evidence submitted: Copies of agreements provided |  |  |

**Section 7 – Data Protection Roles**

|  |  |  |
| --- | --- | --- |
| **Action** | **Done?** | **N/A?** |
| Relevant questions completed. |  |  |
| Evidence submitted: ICO exemption if relevant |  |  |

**Section 8 – Lawful Basis**

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| --- | --- | --- |
| **Action** | **Done?** | **N/A?** |
| Section completed. |  |  |
| Evidence submitted: Legitimate Interest Assessment (LIA), if selected |  |  |

### **Communications from DfE**

Answer this question if you would like to receive communications from DfE (e.g., ad hoc messages relating to service updates and/or notifications). We would also like to offer you a mechanism for providing feedback on our service.

If you would like to opt into this service, provide an email address of one person in the organisation that DfE could use as the main contact for DfE communications.

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### **Declaration**

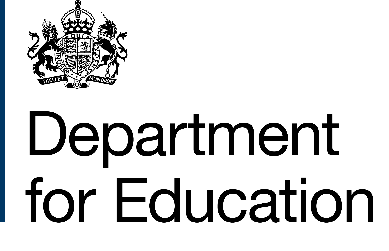
The information contained in this Application Form is true, correct, and complete. I understand that any misrepresentation or incorrect information may lead to a delay in handling your application.

To be signed by the independent controller that will sign the DSA or MoU with DfE.

Where DfE is the controller that is sharing personal data with DfE’s processor under contract, this section must be signed by the DfE contract manager.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Organisation Business Address** |  |
| **Date (DD/MM/YYYY)** |  |

**Submit your form to** [data.SHARING@education.gov.uk](mailto:data.SHARING@education.gov.uk)

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Any enquiries regarding this document should be sent to us at [data.sharing@education.gov.uk](mailto:data.sharing@education.gov.uk)

1. DfE data sharing service covers all requests for personal data from DfE, Education and Skills Funding Agency (ESFA), Teaching Regulation Agency (TRA), Standards and Testing Agency (STA) and Linked Data (National Pupil Database, Individualised Learner Record and Higher Education data [↑](#footnote-ref-1)