Learning Support Delivery Model

**Protocol template: aggregate information**

This protocol template outlines what a group needs to discuss, agree and record to safely pull together aggregate information about children and young people’s learning support needs. The *Guide for groups sharing learning support information* includes supporting examples and is available at [www.education.govt.nz/sharing-information](http://www.education.govt.nz/sharing-information).

**Purpose**

[*Explain why you are collating aggregate information and why*.]

**What information will be shared**

[*List the types of information that will be shared*.]

**Who will collate the information**

[*Specify the person who will collate the information or their role/function*.]

**How information will be shared securely for collation**

[*Describe how education providers will provide their information securely to the person who collates it. For example, you may agree to remove identifying information such as names and NSNs from the data before it is sent for collation. The information will need to be securely transmitted e.g. in a password protected file*.]

**How information will be stored and disposed of**

[*Describe the processes the person who collates the information will follow to safely store the information while they are collating it and then dispose of it once the aggregate picture is completed*.]

**How a privacy breach will be managed**

[*The Office of the Privacy Commission has a detailed guide about responding to a privacy breach and can provide support (*[www.privacy.org.nz/data-breaches/data-safety-toolkit](http://www.privacy.org.nz/data-breaches/data-safety-toolkit))*.The guide sets out the key steps to follow, including investigating and responding to the breach and preventing a repeat.*]