Learning Support Delivery Model

**Protocol template: sharing personal information**

This protocol template outlines what a group needs to discuss, agree and record to safely collate personal 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**

Members of the group are disclosing and using personal information about children and young people, with agreement from them or their parent/guardian, for the purpose of providing better support to meet their additional learning needs.

In particular, [*explain why you are sharing the information and how it will benefit the children and young people concerned*.]

**What information will be shared and why**

[*List the members of the group, the types of information they will share and why*.]

**Who will access the information and why**

[*List the people who have access to the information and why they need to access it. You may decide that not everyone will have access to all information – if so, record what types of information each person will see*.]

**How information will be securely shared, transmitted and stored**

[*Describe the processes you will follow to keep the information safe:*

* *during the initial sharing from each education provider*
* *while the information is collated and stored*
* *when the information is transmitted e.g. to authorised people in the group to discuss it*.]

**How people can access the information to make corrections**

[*Set out the process for parents, caregivers, children and young people to see and correct their information. Usually this will be managed by the education provider the child is enrolled with.*]

**When and how you will remove information from a shared register or database**

[*Establish how you will remove information from a shared register or database when you no longer have a reason to keep it e.g. a child has left the community*.]

**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.*]