



## ND SEND Specialists Ltd. Data Sharing Decision Record

<b>Date of Decision</b>	Click or tap to enter a date.		<b>Decision Maker</b>	
<b>Data Subjects Involved</b>	<b>Name(s) or Identifying Details:</b>		<b>Reason for Data Sharing</b>	
<b>Legal Basis for Sharing</b> (Select all that apply)	<input type="checkbox"/> Consent of the data subject (Article 6(1)(a) UK GDPR) <input type="checkbox"/> Performance of a contract (Article 6(1)(b) UK GDPR) <input type="checkbox"/> Legal obligation (Article 6(1)(c) UK GDPR) <input type="checkbox"/> Protection of vital interests (Article 6(1)(d) UK GDPR) <input type="checkbox"/> Public interest or official authority (Article 6(1)(e) UK GDPR) <input type="checkbox"/> Legitimate interests pursued by the data controller (Article 6(1)(f) UK GDPR) <input type="checkbox"/> Special category data conditions under Schedule 1 DPA 2018 (where applicable)		<b>Categories of Data Shared</b> (Select all that apply)	<input type="checkbox"/> Personal identifiers (e.g., name, date of birth, contact details) <input type="checkbox"/> Safeguarding information <input type="checkbox"/> Educational records (e.g., EHCPs, progress reports) <input type="checkbox"/> Professional information (e.g., staff training records, employment details) <input type="checkbox"/> Communication records (e.g., emails, meeting notes) <input type="checkbox"/> Any other relevant data: [Specify below]
<b>Special Category Data Shared</b>	<input type="checkbox"/> Racial / ethnic origin <input type="checkbox"/> Political opinions <input type="checkbox"/> Religious or philosophical beliefs <input type="checkbox"/> Trade union membership <input type="checkbox"/> Genetic data <input type="checkbox"/> Biometric data (for identification purposes) <input type="checkbox"/> Health data (e.g., medical conditions, SEND-related information) <input type="checkbox"/> Sexual orientation			



ND SEND Specialists Ltd

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Recipients of Shared Data	<b>Organisation / Recipient Name:</b>	
	<b>Contact Name &amp; Details:</b>	
	<b>Purpose of Sharing &amp; How Data Will Be Used:</b>	
Security Measures Implemented	<b>Data shared via:</b>	<input type="checkbox"/> Secure email <input type="checkbox"/> Encrypted file <input type="checkbox"/> Password-protected document <input type="checkbox"/> Other
	<b>Retention Period:</b>	
	<b>Additional Security Measures:</b>	<input type="checkbox"/> Confidentiality agreement <input type="checkbox"/> Access restrictions <input type="checkbox"/> Other
Considerations & Risk Assessment	<b>Has the data subject been informed?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Was consent required and obtained?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, please explain why below)
	<b>Risk of harm if shared/not shared:</b>	
	<b>Measures to mitigate risk:</b>	



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Review & Audit	Reviewed by:		Next Review Date:	Click or tap to enter a date.
	Comments/Follow-up Actions:			
Signed	Name:		Signature:	
	Role:			
	Date:	Click or tap to enter a date.		