

Appendix 1 - extent of existing arrangements for exchange of information between public sector bodies involving CCBC, Nov 09

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 Social Services Directorate pages 11 - 21
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Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
Environment Directorate							
Gwent Information Sharing Agreement (S.115 Crime and Disorder Act)	Blaenau Gwent CBC Caerphilly CBC Heddlu Gwent Police Monmouthshire CC Newport CC, and Torfaen CBC (Separate protocols between police and fire service/youth offending)	Reviewed and resigned July 2008. Original version in place for some time before 2008 and included many more signatories.	Both ways	Information sharing protocol (para 4.15)	Information sharing for one or more of the purposes of detection, prevention and/or reduction of crime and disorder under Section 115 Crime and Disorder Act. For example, Tenancy Enforcement request information on Police visits to a tenancy, details of raids, offences committed, cautions, convictions etc; and at meetings may discuss info about a tenant, family, member or visitor	Section 115 Crime and Disorder Act 1998.	Public Protection; Housing; Also Social Services Corporate Personnel – Social Services Insurance Services (Corporate Finance) may

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	teams etc were also drafted but do not include local authorities – police decision based on MOPI.)				for example visits made, any court orders currently on the tenancy, condition of property.		be covered by protocol, but do not appear to reference it, instead using standard forms for requesting disclosures.
Responsible Authority Memorandum of Understanding.	Several Council service areas (Trading Standards, Environmental Health, Planning, Social Services) & external bodies such as the Fire Service & Gwent Police.	2007, after a review of the initial 2005 document	Both ways	Operational protocol/ guidance (para 4.16)	Promotes co-operation between agencies to secure open communication and clear lines of responsibility regarding enforcement of the law. For example Licensing share information about premises and people currently licensed or proposed to be licensed.	Licensing Act 2003; Guidance from Office of Deputy Prime Minister Crime & Disorder Act 1998; Police Act 1964; Fire & Rescue Services Act 2004.	Public Protection (Jacqui Morgan x5034)
Regional Intelligence Officer.	CCBC Trading Standards and Regional Intelligence Officer	2003?		Data sharing without protocols in place (para 4.17)	Wales Heads of Trading Standards (share information with a central government funded Regional Intelligence Officer in order to be NIM compliant (National Intelligence Model) and	No formal agreement yet, soon to be a new national Tellpat database which Local Authorities and Regional Intelligence Officers will have to sign up to in order to	Public Protection (Jacqui Morgan 5034 or Kath Peters 5025).

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					<p>so that enforcement action is targeted and prioritised. It also enables bigger picture/cross border issues to be highlighted and dealt with. Includes information on:</p> <ul style="list-style-type: none"> • Doorstep Crime • IP Crime • Summary of suspicious activities • Full personal details of suspects • Details of methods used (cold calling, pressure sales, etc) <p>WHOTS agreed to share information via the police's national intelligence model (the '5 x 5 process') where information is abridged so informants are not revealed but classification of informant gives further info (e.g. hearsay, close relative, etc)</p>	share intelligence.	
Memorandum of Understanding - Consumer	Office of Fair Trading and Local Authorities	2006	Both ways	Information sharing protocol (para 4.15)	The Authority registers information with the OFT via the secure part of the CRW if it intends to	Enterprise Act 2002; Consumer Protection Distance Selling Regulations 2000	Public Protection (Jacqui Morgan 5034).

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
Regulation Website and Central Registers of Conviction					institute proceedings and then provides updates on fine /imprisonment etc. Also search for previous convictions and access information posted by the OFT or other Local Authorities. Aimed at stopping certain practices or scams via undertakings with businesses or injunctions via the civil courts. Allows checks to see if other areas are dealing with similar problems, to prevent duplicate actions and highlight major/national issues for OFT.		
Rural Inspectorate for Wales referrals	CCBC Trading Standards and Rural Inspectorate for Wales		Both ways	Data sharing without protocols in place (para 4.17)	Officers inspect farms and report to RIW non compliances or concerns regarding the statutory management practices on farms. RIW may then pursue in relation to subsidies the farm is entitled to receive. RIW will inform us if there are any issues raised during their inspections - a cross	Proforma is used to submit info to RIW	Public Protection (Ken Long 5208).

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					compliance arrangement		
Trading Standards enforcement role	Numerous	Ongoing for several years	Both ways	Data sharing without protocols in place (para 4.17)	We share and request information as part of our enforcement role and using our powers under various pieces of legislation. In some instances there are standard forms supplied by eg DWP or HMRC in order to do this or in other cases we will write stating our powers & request the specific info. We have a restricted access intelligence directory to enable officer to contact the correct people & use the correct forms.	Various pieces of legislation, too numerous to list.	Public Protection (Jacqui Morgan 5034).
Environmental Health information sharing	CCBC Environmental Health; National Public Health Service; Local Health Board		Both ways?	Data sharing without protocols in place (para 4.17)	Our Environmental Health teams share information with the National Public Health Service and with the Local Health Board in relation to communicable disease and other public health issues.		Public Protection (Ceri Edwards 5347).
CCTV	Police;		One way	Data sharing	E.g. within Public	Requested by Police	Public

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
information sharing	Environment Agency			without protocols in place (para 4.17) But there is a process to ensure secure preservation, collating, handover and continuity of evidence.	Services CCTV information from Civic Amenity sites may be shared with the police and / or environment agency if criminal activity occurs, as well as wider CCTV activity	under their common law and legal responsibilities /powers to investigate offences, gather evidence, and deal with offenders. The Council is obliged to provide this evidence.	Services; Public Protection (Howard Rees)
Ryder Cup Wales Infrastructure Group	Heddlu Gwent Police Ryder Cup Ltd Newport City Council The Welsh Assembly Government Monmouthshire County Council The Celtic Manor Resort Ryder Cup Wales 2010 Ltd South Wales	Sept 2009?	Both ways	Information sharing protocol (para 4.15)	To facilitate the sharing of information necessary for the planning and implementation of the 38th Ryder Cup matches to be held at the Celtic Manor Resort in 2010 - Highway Authority/Police Transport Plan including maps; Details & Addresses of property affected by these plans Details of the policing operation(s), including people attending and VIP protection or other	Section 115 Crime & Disorder Act 1998 The Human Rights Act 1998 (article 8) The Data protection Act 1998 (sections 29 (3) and 35 (2)) Common Law Duty of Confidence The Freedom of Information Act 2000 The Housing Act 1996 [for RSLs] Civil Contingencies Act 2004 Fire Safety Order 2005	Engineering (Clive Campbell)

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
	Fire And Rescue Service Welsh Ambulance Service Ryder Cup Travel Services The Highways Agency South Wales Police Cardiff Council Cardiff International Airport Severn Bridge Operators Arriva Trains First Great Western Trains Network Rail Torfaen Council Caerphilly Council Mark Jones Associates Avon & Somerset Police				sensitive issues Details of specialist or search equipment to be used. Feedback, from members of the public. Details of recruiting & training for event Data regarding ticket sales. Details of Hospitality and contractors Details of Media Handling Details of Build Schedule /Maps /Plans Contingency Plans & Incident Recovery Plans Event Partners & associated Agencies Information regarding any planning applications or similar processes associated to the event.	Fire and Rescue Services Act 2004 Licensing Act 2005 Highways Act 1980 Police Reform Act 2002 and any appropriate enactments	

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
	UK Border Agency						
MAPPA	Local Authorities, Police and Probation Services in Gwent	Agreement, dated 2007	Both ways?	Data sharing without protocols in place (para 4.17)	Referrals for housing MAPPA offenders. Type of info will vary depending on proportionality. May include victim and offender information. Secure e-mail to be used to send and receive MAPPA details.	S325(4) Criminal Justice Act 2003; S115 Crime and Disorder Act 1998; S14 Offender Management Act 2007	Housing (Janet Sandercock)
Move On	Co-ordinated by the Move On Coordinator (Trothwy Cyf) on behalf of CCBC United Welsh Housing Association; Linc Cymru Housing; Charter Housing; Trothwy Cyf; CCBC - Housing Department;		Both ways	Operational protocol/ guidance (para 4.16)	The individual's support needs; package of support to be provided; support provider; arrangements to review support; applicant has agreed to support and is willing to co-operate. Current housing and recent housing history Support networks; Use of time, (employment, leisure, education, training) Income management and budgeting skills Independent living skills Identified gaps in		Housing (Janet Sandercock)

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	CCBC - Children Services (Leaving Care Team); Gofal Cymru Llamau Ltd; Foundation Housing; Supporting People				available support and how these can be met Personal circumstances and welfare needs, including any medical issues Assessment of risk to self and others		
Valley Inclusion Project	CCBC and Shelter Cymru (funded by CCBC)	2006	Both	Information sharing protocol (para 4.15) Incorporated into the service level agreement.	Discuss tenancies with VIP with tenant's written consent. Share information to assess whether tenant is suitable for the VIP project and to monitor progress.	Written consent is obtained	Housing (Rachel Thornett, Tenancy Enforcement Manager)
Youth Inclusion Support Panel (YISP), part of CCBC	CCBC and Police		Both		Monthly meetings where young people are discussed. If they are the child of a tenant then disclose relevant Housing info. Reports are not provided - information is given verbally but minutes are taken. The purpose is to determine if the child is	Consent is obtained to allow YISP to contact other agencies for information.	Housing (Rachel Thornett, Tenancy Enforcement Manager) Social Services (Judith)

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
					suitable for YISP and how to offer support to child and family to improve the child's behaviour and prevent criminal action.		Jardine)
Shelter	CCBC and Shelter	Unknown	Both ways	Data sharing without protocols in place (para 4.17)	A consent form is used for rents staff to release information to Shelter who act as an advocate on the tenants behalf in cases where rent is unpaid	Unknown. With consent of data subject	Housing (Sandra Isaacs)
Consumer Credit Counselling service (through DRAMA scheme 'Debt Redemption and Money Advice')	CCBC and Consumer Credit Counselling (Credit Union and Specialist Money Advisor)	Unknown	Both ways	Data sharing without protocols in place (para 4.17)	Tenants contact details and financial circumstances. Once the tenant attends the Specialist Money Advisor's debt and money advice appointment, contact is made with the Rents Section to discuss agreements to reduce the rent arrears.	Unknown. With consent of data subject	Housing (Sandra Isaacs)
CAB	CCBC and Citizen's Advice Bureau	Unknown	Both ways	Data sharing without protocols in place (para 4.17)	Tenants contact details and financial circumstances. Once the tenant attends the Citizen's Advice Bureau's debt and money advice appointment, contact is	Unknown. With consent of data subject	Housing (Sandra Isaacs)

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
					made with the Rents Section to discuss agreements to reduce the rent arrears.		
Nil return							Planning (Pat Mears)
Nil return							Engineering (Terry Shaw)
Nil return							Building Consultancy (Mark Williams)
Social Services							
Gwent Information Sharing Agreement (S.115 Crime and Disorder Act)	Blaenau Gwent CBC Caerphilly CBC Heddlu Gwent Police Monmouthshire CC Newport CC, and Torfaen CBC (Separate protocols between police	Reviewed and resigned July 2008. Original version in place for some time before 2008 and included many more signatories.	Both ways	Information sharing protocol (para 4.15)	Information sharing for one or more of the purposes of detection, prevention and/or reduction of crime and disorder under Section 115 Crime and Disorder Act. For example, Tenancy Enforcement request information on Police visits to a tenancy, details of raids, offences committed, cautions, convictions etc; and at	Section 115 Crime and Disorder Act 1998.	Public Protection; Housing; Also Social Services Corporate Personnel – Social Services Insurance

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
	and fire service/youth offending teams etc were also drafted but do not include local authorities – police decision based on MOPI.)				meetings may discuss info about a tenant, family, member or visitor for example visits made, any court orders currently on the tenancy, condition of property.		Services (Corporate Finance) may be covered by protocol, but do not appear to reference it, instead using standard forms for requesting disclosures.
Caerphilly Mental Health Assertive Outreach Team PISP under WASPI	CCBC and Gwent Healthcare NHS Trust	2007?	Both ways	Information sharing protocol (para 4.15)	Includes <ul style="list-style-type: none"> • Agreeing referrals into the service • Assessing the service users need • Agreeing multi-agency commissioning care plan • Implementing multi-agency support in relation to service user need • Supporting multi-agency monitoring and review of service users progress • Discharges from the service 	Unified Assessment Guidance NAFWC 09/02 and as WHC(2002)32. Section 47 of the NHS and Community Care Act 1990 Section 22 of the National Health Service Act 1977 section 2 of the Local Government Act 2000 Paragraph 16 of Schedule 2 to the National Health Service and Community Care Act 1990	Adult Services

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
Multi-Agency Partnership Service (MAPS) for Mental Health Day Services (was known as Day Opportunities) PISP under WASPI	CCBC; Hafal; Gofal; Gwent NHS Trust; Inside Out Pathway Supported Employment	2009?	Both ways	Information sharing protocol (para 4.15)	The information shared may include:- <ul style="list-style-type: none"> • Key identifying information • Basic demographics • Clinical background • Family information • Mental health • Personal care and physical well-being • Relationships • Risk / Safety issues • Medication 	'Raising the Standard' National Service Framework 2005, issued by the Welsh Assembly Government Section 47 of the NHS and Community Care Act 1990 Section 2 of the Local Government Act 2000 Section 22 of the National Health Service Act 1977	Adult Services
First Access Mental Health PISP under WASPI	Caerphilly County Borough Council – Directorate of Adult Services Gwent NHS Healthcare Trust	Not in use yet as final amendments to draft protocol have only just been finalised	Both ways	Information sharing protocol (para 4.15)	First Access provides an assessment service for people experiencing low to moderate mental ill-health. The information shared may include: <ul style="list-style-type: none"> • Key identifying information • Basic demographics • Psychiatric and medical history • Family information & relationships / personal circumstances / employment / social circumstances / 	'Raising the Standard' National Service Framework 2005, issued by WAG. The Mental Health Act The Mental Health Capacity Act Section 47 of the NHS and Community Care Act 1990 Section 2 of the Local Government Act 2000 Section 22 of the National Health Service Act 1977	Adult Services

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					<ul style="list-style-type: none"> • housing information • Forensic history • Personal and physical well-being • Relationships • Safety or risk issues • Medication 		
Older People ACM (Assessment and Care Management?)	CCBC and Health	Not in use yet		Data sharing without protocols in place (para 4.17)	Currently none but working on one with Community Nurses		Adult Services (Kath Williams)
Protection of Vulnerable Adults				Operational protocol/ guidance (para 4.16)	South East Wales Executive Group POVA policy which asks that info is shared but its not specific to CCBC		Adult Services (Kath Williams)
Youth Inclusion Support Panel (YISP), part of CCBC (preventative arm of the Youth Offending Team)	CCBC and Police		Both		Monthly meetings where young people are discussed. If they are the child of a tenant then disclose relevant Housing info. Reports are not provided - information is given verbally but minutes are taken. The purpose s to determine if the child is suitable for YISP and how to offer support to child	Consent is obtained to allow YISP to contact other agencies for information.	Housing (Rachel Thornett, Tenancy Enforcement Manager) Social Services (Judith Jardine)

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
					and family to improve the child's behaviour and prevent criminal action.		
Safeguarding Children: Working together under the Children Act 2004	CCBC SS; CCBC Education and Leisure; CCBC Environment; Caerphilly Teaching Local Health Board; Gwent Healthcare NHS Trust; Police; Probation; NSPCC; CAFCASS; Children/Young People's Framework Partnership		Both	Operational protocol/ guidance (para 4.16) In particular S.14 gives guidance on sharing info	(See also: 'Caerphilly Safeguarding Children Board Partnership Agreement', signed June 2008 gives info on how partnership operates 'Protocol for the Management of Information held by the Local Safeguarding Children Board' relating to the S E Wales Interagency Child Protection Forum (draft as at Aug 2008) - A guidance document on how to manage information, rather than an 'information sharing protocol'.)	Children Act 2004	Children's Services (Annabel Lloyd)
All Wales Child Protection Procedures 2008, produced on behalf of all	Wales	2008	Both	Operational protocol/ guidance (para 4.16)	Document mentions information sharing and references S.14 of the Safeguarding Children: Working together under		Corporate Personnel – Education and Leisure (Sian Phillips).

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Local Safeguarding Children Boards in Wales					the Children Act 2004 document.		Children's Services
Draft Multi-agency protocol - Responding to child protection concerns about individuals whose work brings them into contact with children, young people and vulnerable adults.	CCBC, Professional Associations, Voluntary organisations	Still draft	Both	Operational protocol/ guidance (para 4.16)	S7 is on sharing info with employer/voluntary organization. Also references the draft South East Wales Public Protection Services document (PPU Information Sharing Agreement) that police are still trying to map to WASPI.	'Working Together' guidance under Children Act 2004	Corporate Personnel – Education and Leisure (Sian Phillips). Children's Services

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
South East Wales Social Services Emergency Duty Team (EDT) Memorandum Of Agreement	5 Gwent local authorities CCBC is coordinator and employs staff to provide the service	Amended 2006 and lasts for 5 years (started Jan 2004)	Both	Operational protocol/ guidance (para 4.16) Sharing information with data processors (para 4.18) CCBC is potentially the data processor in this case.	Provide an emergency out of hours service for child care and community care services. Generally EDT should be subject to the same protocols as daytime services. However Service Specification does include details on how service user information is transferred: Info shared includes Child protection referrals and requests for Mental Health Act Assessments and emergency situations involving vulnerable adults, youth offenders, residential care, home care, homelessness, asylum seekers, learning disabilities. Info exchanged by e-mailed or faxed using the Alert Form pro-forma alongside a follow up telephone call. Agreed access to adequate information	Police and Criminal Evidence Act 1984 The Children Act 1989 Data Protection Act 1998 Human Rights Act 1998 Crime and Disorder Act 1998 Recording with Care SSI Inspection Report 1999 Working Together DoH Guidance Framework for Assessment DoH Guidance Children First Initiative All Wales Child Protection Procedures Action for Justice Achieving Best Evidence in Criminal Proceedings The Children (Leaving Care) Act 2000 Carers and Disabled Children's Act 2000 Care Standards Act 2000 Adoption of Children Act 2002	Adult Services and Children's Services (Kath Williams and Meirion Day)

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
					<p>about known service users will be provided by each authorities database information system and via information provided by the partner authority on a case-by-case basis via Alert Forms. Further detailed info contained on MOA.</p>	<p>Children Act 2004 National Assistance Act 1948 Chronically Sick and Disabled Persons Act 1970 National Health Service Act 1977 NHS and Community Care Act 1990 Carers Recognition Act 1995 Housing Act 1996 Carers and Disabled Children's Act 2000 Care Standards Act 2000 Children (Leaving Care) Act 2000 Achieving Best Evidence in Criminal Proceedings The Unified Assessment and Care Management Process Protection of Vulnerable Adults Policy and Procedures (SEWales) Mental Capacity Act 2005</p>	

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
Safeguarding Children & Young People Affected by Domestic Abuse	Multi-agency Task and Finish Group from the Caerphilly Domestic Abuse Forum – Community Safety Partnership, Social Services, Caerphilly Teaching Local Health Board, Gwent Healthcare Trust, Caerphilly Women’s Aid, BAWSO (Black Association of Women Step Out) and Gwent Police (C Division)	Jan 2008	Both	Operational protocol/ guidance (para 4.16)	To promote a multi-agency approach to early, effective intervention and safeguarding of children and young people affected by domestic abuse and to bring a sharper focus on risk assessment and safety planning	Childrens Act 1989 and 2004	Children’s Services (Meirion Day)
Draft South East Wales Public Protection	Gwent Police CCBC Gwent Local authorities	Drafted Jan 2009. Police indicated that this has not been	Both	Data sharing without protocols in place (para	Enable joint working to safeguard people and promote their welfare, to alleviate crime, anti-social	ACPO guidelines WASPI Crime and Disorder Act S115	Legal Services (Gareth Richards)

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
Services (also known as 'PPU Gwent Information Sharing Agreement')	(Blaenau Gwent, Monmouthshire, Torfaen, CCBC, Newport) Gwent Healthcare Trust Gwent local health boards Registered Social Landlords; Gwent Probation Service; Children and Family Court Advisory and Support Service Cymru; Victim Support; Women's Aid Black Assoc of Women Step Out NHS Direct Fire Service MIND Llanarth Court	continued as WASPI will supercede. Annabel Lloyd, SS, confirmed more recently that the protocol will be renamed a 'practice document' so that it will not conflict with WASPI and will be finalised in December 2009.		4.17) Until this information sharing protocol is finalised.	behaviour and to ensure proper management of offenders in the community.	DPA S29	Corporate Personnel – Education and Leisure Social Services – Children's Services

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
	Secure Hospital Independent Care Homes Wales Ambulance NHS Trust Youth Offending Teams						
Chief Executive							
Local Resilience Forum	The Constituent Category 1 Responders and Category 2 Responders within the area covered by Gwent Local Resilience Forum together with other organisations as may be appropriate. Includes police, local authorities, fire services,	Approx Oct 2008	One way from orgs to police (according to email from police)	Information sharing protocol (para 4.15)	To facilitate information exchange in the business area of civil protection (during and in preparation for a major incident) in accordance with the Civil Contingencies Act 2004, that impacts on the Forum's administrative area.	Cabinet Office guidance on supporting a legal requirement to cooperate under the Civil contingencies Act 2004; Police Act 1996; DPA 1998; Common Law Duty of Confidentiality; European Convention on Human Rights article 8, HRA 1998.	Policy and Performance – Emergency Planning (Sheryl Andrews; 08/196)

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
	ambulance services, Dwr Cymru, Network Rail, Western Power						
Menter Iaith Cymru	Caerphilly County Borough Council and Menter Iaith Sir Caerffili	Sept 2005	Both ways	Information sharing protocol (para 4.15)	Sharing contact information about Welsh speaking individuals and organisations in their geographical area	HRA, DPA	Policy and Performance – Welsh Language Unit (David Thomas)
Notification of death of pensioner	1. Ministry of Defence AFPA (G) Navy Pensions Dept. 2. Ministry of Defence AFPA (G) Army Department Pensions Dept 3. Ministry of Defence AFPA (G) Air Force Department Pensions Dept 4. Civil Service Pensions Capita	Unknown	One way	Data sharing without protocols in place (para 4.17)	Notification of death of pensioner if the deceased was receiving any allowance or pension from government funds	Provided under Pension Regulations of the various Government departments	Policy and Performance - Registration Service (Della Leigh Mahony)

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
	Hartshead 5. The Paymaster Agency 6. Teachers' Pension Agency 7. Scottish Education Department 8. The Post Office/Royal Mail Royal Mail Pensions 9. Department for International Development 10. Metropolitan Police Pensions 11. HM Treasury The Paymaster Agency						
BDM and CP	Registrar General	Unknown	One way	Data sharing without protocols in place (para	Details of every birth, death, marriage and civil partnership registration	Births and Deaths Registration Act 1953, Marriage Act 1949, Civil Partnership Act 2004	Policy and Performance - Registration Service

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				4.17)		and other related regulations	(Della Leigh Mahony)
BD	Local Education Authority Local Health Board	Unknown	One way	Data sharing without protocols in place (para 4.17)	Details of birth and death registrations	Section 564(3) of the Education Act 1996 Section 200(2) of the National Health Service (Wales) Act 2006	Policy and Performance - Registration Service (Della Leigh Mahony)
Spanish BD	Spanish Consulate	Unknown	One way	Data sharing without protocols in place (para 4.17)	Details of birth, death, marriage and civil partnership registrations involving Spanish nationals	Article 29(5) of the Anglo-Spanish Consular Convention	Policy and Performance - Registration Service (Della Leigh Mahony)
Statistics	Office for National Statistics	Unknown	One way	Data sharing without protocols in place (para 4.17)	Certain particulars from which statistical analyses about the fertility of the population are compiled; Particulars of occupation and industry in respect of the parents of a child whose birth is registered; Whether at the date of death the deceased was single, married, widowed or divorced, a civil partner, surviving civil partner (partnership ended through the death of the deceased's civil partner) or former civil	The Population (Statistics) Act 1938	Policy and Performance - Registration Service (Della Leigh Mahony)

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
					partner (partnership dissolved) and if married or a civil partner, the date of birth of the deceased's widow or widower or surviving civil partner; Statistical information in respect of a deceased person and their spouse or civil partner's occupation		
Deaths within certain professions	Royal Pharmaceutical Society of Great Britain; The Law Society of England and Wales; Registrar of General Optical Council; The Registrar of the General Medical Council; The Registrar of the General Dental	Unknown	One way	Data sharing without protocols in place (para 4.17)	Deaths of Pharmaceutical chemist or chemist and druggist; Deaths of Solicitors; Deaths of Ophthalmic or dispensing optician; Deaths of Registered medical practitioners; Deaths of Dentists; Deaths of Veterinary Surgeons; Deaths of Midwives;	Registrar General's agreement and regulations of relevant professional body	Policy and Performance - Registration Service (Della Leigh Mahony)

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	Council; The Registrar of the Royal College of Veterinary Surgeons; District or Chief Administrative Medical Officer of Health Authority						
Deaths due to vaccination	Department of Health	Unknown	One way	Data sharing without protocols in place (para 4.17)	Any deaths due to vaccination	Registrar General's agreement with the Department of Health	Policy and Performance - Registration Service (Della Leigh Mahony)
Deaths of children under 18	Local Safeguarding Children Board	Unknown	One way	Data sharing without protocols in place (para 4.17)	Deaths of children under 18 years of age	Section 31 of the Children and Young Persons Act 2008	Policy and Performance - Registration Service (Della Leigh Mahony)
Deaths of persons aged 18 or over	Council Tax Billing Authority	Unknown	One way	Data sharing without protocols in place (para 4.17)	Details of deaths of persons aged 18 or over to the council tax billing authority	The Council Tax (Administration and Enforcement) Regulations 1992	Policy and Performance - Registration Service (Della Leigh Mahony)
Deaths	Electoral Registration officer	Unknown	One way	Data sharing without protocols in	Details of deaths	Representation of the People (England and Wales) Regulations	Policy and Performance - Registration

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				place (para 4.17)		2000	Service (Della Leigh Mahony)
Potential sham marriages or civil partnerships	Home Office	Unknown	One way	Data sharing without protocols in place (para 4.17)	Details of potential sham marriages or civil partnerships	Immigration and Asylum Act 1999	Policy and Performance - Registration Service (Della Leigh Mahony)
Potential forced marriage or civil partnership	Forced Marriage Unit	Unknown	One way	Data sharing without protocols in place (para 4.17)	Details of potential forced marriage or civil partnership	Forced Marriage (Civil Protection) Act 2007	Policy and Performance - Registration Service (Della Leigh Mahony)
Re-marriage	Department for Work and Pensions	Unknown	One way	Data sharing without protocols in place (para 4.17)	Re-marriage of a widow, widower or surviving civil partner	DWP regulations	Policy and Performance - Registration Service (Della Leigh Mahony)
Citizenship	Home Office	Unknown	One way	Data sharing without protocols in place (para 4.17)	Details of all people receiving UK Citizenship within the County Borough	The Nationality, Immigration and Asylum Act 2002	Policy and Performance - Registration Service (Della Leigh Mahony)
Fast Forward Future Jobs Fund - subcontract	Awarding Body – Department for Work & Pensions	1 October 2009		Sharing information with data processors	Contractual obligation is to provide monthly returns giving performance data, including number of	New programme introduced by DWP during the summer of 2009 and successfully	Economic Development (Phil Davy)

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
agreement	Contract Holder – Merthyr CBC			(para 4.18) CCBC is potentially the data processor for any personal data shared (e.g. training data)	vacancies, sectoral breakdown of vacancies, number of participants, expenditure incurred and training undertaken. Direct contact is with contract-holder, who collates information and sends it on to the awarding body.	bid for by valleys consortium of local authorities.	
Fast Forward New Deal for Disabled People - subcontract agreement	Awarding Body – Department for Work & Pensions Contract Holder – A4E.	1 July 2008		Sharing information with data processors (para 4.18) CCBC is potentially the data processor for any personal data shared (e.g. client updates)	Contractual obligation is to provide monthly returns giving performance data, including number of job outcomes, number of participants registered, nature of support given and status update of each client. Direct contact is with contract-holder, who collates information and sends it on to the awarding body.	Programme introduced by DWP during 2008 - 2009 and successfully bid for by A4E, who then offered a subcontract to Fast Forward.	Economic Development (Phil Davy)
Fast Forward Work Preparation / Personal Development Programme - subcontract	Awarding Body – Department for Work & Pensions Contract Holder – Tydfil Training.	1 July 2006		Sharing information with data processors (para 4.18) CCBC is	Contractual obligation is to provide monthly returns giving performance data, including number of job outcomes, number of participants registered, nature of support given	Programme introduced by DWP during 2005 - 2006 and successfully bid for by Tydfil Training, who then offered a subcontract to Fast Forward.	Economic Development (Phil Davy)

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
agreements				potentially the data processor for any personal data shared (e.g. client updates)	and status update of each client. Direct contact is with contract-holder, who collates information and sends it on to the awarding body.		
Fast Forward Annual Business Inquiry Survey	Office of National Statistics	No start date as they are on an annual basis		Data sharing without protocols in place (para 4.17)	ONS asks the Local Authority to verify employment data for the County Borough. ONS supplies the employment data and we check for vagaries in the data and the reasons why they may have occurred.	No protocol exists with ONS but we have to sign a confidentiality agreement. After the exercise due to the confidentiality clause the data is destroyed.	Economic Development (Ian MacVicar, Business Development Officer 6240)
Fast Forward Supply data on grants to businesses to WAG State Aid Unit .	WAG State Aid Unit	No start date as they are on an annual basis		Data sharing without protocols in place (para 4.17)	WAG State Aid Unit co-ordinates the data on behalf of the Department of Business Employment and Regulatory Reform, now the Department for Business Innovation and Skills, as part of the Welsh Response to the European Commission Annual Report identifying expenditure incurred in Wales under notified State Aid Schemes.		Economic Development (Ian MacVicar, Business Development Officer 6240)
Fast Forward	WAG	01.04.09		Operational	Financial	Legal contract with	Economic

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
Delivery of CF Programme through to 2012				protocol/guidance (para 4.16)	information/claims. Performance information re agreed outcomes. Monitoring and evaluation data.	WAG covered by terms and conditions which has been signed by CEO.	Development (Jan Bennett Community Regeneration Officer 43400)
Fast Forward Legal contract with DWP as part of a six valleys consortium led by Merthyr CBC.	Dept of Works & Pensions (DWP)	October 2009		Operational protocol/guidance (para 4.16)	Information on vacancies. Personal data on FJF applicants. Monitoring data. Financial claims.	The exchange of information between the agencies involved takes place via a secure GSX connection which is a requirement of the contract	Economic Development (Jane Roberts-Waite Regeneration Partnership Co-ordinator 4347)
Fast Forward Agreement with WAG on the delivery of projects in the Rural Development Plan. Signed by Phil Davy	WAG	20.07.08		Operational protocol/guidance (para 4.16)	The flow of information is mainly from European Division to WAG and is provided to monitor application of grants in European Funding programmes. SLAs with other organisations delivering the projects and information from them is also provided to WAG. This would be covered by the WAG project approval letters and SLAs entered into with project deliverers. Signed by	Local Government Act 2000.	Economic Development (Victoria Phillips European Officer 4416)

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
					PGD		
Fast Forward Agreement with WAG for the delivery of SET function of the Convergence programme. Signed by John Rogers	WAG	28.04.08		Operational protocol/ guidance (para 4.16)	Flow of information is mainly from European Division to WAG and is provided to monitor application of grants in European Funding programmes.	Local Government Act 2000.	Economic Development (Victoria Phillips European Officer 4416)
Communities First	CCBC and WAG	11 March 2009	One way	Data sharing without protocols in place (para 4.17)	Information associated with Communities First funding and the associated terms and conditions (some personal data, some non-personal)		Economic Development (Jan Bennett, Community Regeneration)
Corporate Services							
All Wales Child Protection Procedures 2008, produced on behalf of all Local Safeguarding Children Boards in Wales	Wales	2008	Both	Operational protocol/ guidance (para 4.16)	Document mentions information sharing and references S.14 of the Safeguarding Children: Working together under the Children Act 2004 document.		Corporate Personnel – Education and Leisure (Sian Phillips). Children's Services
Gwent Information Sharing	Blaenau Gwent CBC Caerphilly CBC	Reviewed and resigned July 2008. Original	Both ways	Information sharing protocol (para	Information sharing for one or more of the purposes of detection,	Section 115 Crime and Disorder Act 1998.	Public Protection; Housing;

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
Agreement (S.115 Crime and Disorder Act)	Heddlu Gwent Police Monmouthshire CC Newport CC, and Torfaen CBC (Separate protocols between police and fire service/youth offending teams etc were also drafted but do not include local authorities – police decision based on MOPI.)	version in place for some time before 2008 and included many more signatories.		4.15)	prevention and/or reduction of crime and disorder under Section 115 Crime and Disorder Act. For example, Tenancy Enforcement request information on Police visits to a tenancy, details of raids, offences committed, cautions, convictions etc; and at meetings may discuss info about a tenant, family, member or visitor for example visits made, any court orders currently on the tenancy, condition of property.		Also Social Services Corporate Personnel – Social Services Insurance Services (Corporate Finance) may be covered by protocol, but do not appear to reference it, instead using standard forms for requesting disclosures.
Draft Multi-agency protocol - Responding to child protection concerns about individuals whose work	CCBC, Professional Associations, Voluntary organisations	Still draft	Both	Operational protocol/ guidance (para 4.16)	S7 is on sharing info with employer/voluntary organization. Also references the draft South East Wales Public Protection Services document (PPU	'Working Together' guidance under Children Act 2004	Corporate Personnel – Education and Leisure (Sian Phillips). Children's

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
brings them into contact with children, young people and vulnerable adults.					Information Sharing Agreement) that police are still trying to map to WASPI.		Services
Draft South East Wales Public Protection Services (also known as 'PPU Gwent Information Sharing Agreement')	Gwent Police CCBC Gwent Local authorities (Blaneua Gwent, Monmouthshire, Torfaen, CCBC, Newport) Gwent Healthcare Trust Gwent local health boards Registered Social Landlords; Gwent Probation Service; Children and Family Court Advisory and Support	Drafted Jan 2009. Police indicated that this has not been continued as WASPI will supercede. Annabel Lloyd, SS, confirmed more recently that the protocol will be renamed a 'practice document' so that it will not conflict with WASPI and will be finalised in December 2009.	Both	Data sharing without protocols in place (para 4.17) Until this information sharing protocol is finalised.	Enable joint working to safeguard people and promote their welfare, to alleviate crime, anti-social behaviour and to ensure proper management of offenders in the community.	ACPO guidelines WASPI Crime and Disorder Act S115 DPA S29	Legal Services (Gareth Richards) Corporate Personnel – Education and Leisure Social Services – Children's Services

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
	Service Cymru; Victim Support; Women's Aid Black Assoc of Women Step Out NHS Direct Fire Service MIND Llanarth Court Secure Hospital Independent Care Homes Wales Ambulance NHS Trust Youth Offending Teams						
Referral arrangements for the General Teaching Council for Wales	CCBC sends info to GTCW	Revised Oct 2009	One way?	Operational protocol/ guidance (para 4.16)	Employers records relating to dismissal	Education (Supply of Information) Regulations 2009	Corporate Personnel – Education and Leisure (Sian Phillips).
Referral arrangements for the Independent Safeguarding	CCBC sends info to ISA	2006?, revised in Oct 2009	One way?	Operational protocol/ guidance (para 4.16)	Identifying details (DOB, NI no, name, etc) employment history, plus evidence to suggest harm or risk or harm to a child	Safeguarding Vulnerable Groups Act 2006	Corporate Personnel – Education and Leisure (Sian Phillips).

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
Authority (ISA)					or vulnerable adult		
Ad hoc requests			Both ways	Data sharing without protocols in place (para 4.17)	Ad hoc requests, e.g. caution police about timewasters		Property - Valuation & Property Information (T J Broadhurst)
Fraud Investigation Protocol	Police, CCBC, and internal CCBC checks		One way	Operational protocol/ guidance (para 4.16)	Details of claimant	S29(3) and 35 of DPA 1998, S115 C&D Act 1998 Also use Fair Processing Notices	Corporate Finance - Insurance (Dayton Griffiths)
Fraudline			Both ways	Data sharing without protocols in place (para 4.17)		Use Fair Processing Notices	Corporate Finance - Insurance (Dayton Griffiths)

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
UK based Fraud Databases i.e. Netfoil & Cue PI.			Both ways	Data sharing without protocols in place (para 4.17)		Use Fair Processing Notices	Corporate Finance - Insurance (Dayton Griffiths)
Insurance Fraud Investigators Group (IFIG)			Both ways	Data sharing without protocols in place (para 4.17)		Use Fair Processing Notices	Corporate Finance - Insurance (Dayton Griffiths)
Valuation Office Agency (VOA) Service Partnership Document (from 2004-05 onwards)	Valuation Office Agency (VOA) and CCBC	Pre-1990	Both	Operational protocol/ guidance (para 4.16)	Details regarding properties falling to be entered in the banding or rating lists maintained by the VOA. Exchanged in order to keep the banding and rating lists up-to-date and to maintain accurate local authority databases for the administration and enforcement of council tax and NNDR.	Para 6(1) of Schedule 9 to the Local Government Finance Act 1988 and Reg. 42 of the Non-Domestic Rating (Alteration of Lists and Appeals) (Wales) Regulations 2005 [SI2005/758] and Section 27(6) of the Local Government Finance Act 1992	Corporate Finance - Council Tax and NNDR (John Carpenter)
Her Majesty's Revenues and Customs (HMRC)	HMRC and CCBC	Not known	To HMRC only	Data sharing without protocols in place (para 4.17)	Details regarding council tax and business rate payers in order to prevent and detect fraud.	As regards NNDR, Section 18A (2) of the Taxes Management Act 1970 and Section 29 of Data Protection Act 1998. As regards, council tax, Section 29 of Data Protection Act 1998	Corporate Finance - Council Tax and NNDR (John Carpenter)

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
MAG:NET Solutions (LoCTA)		March 2007	Both ways	Operational protocol/ guidance (para 4.16) Agreement signed 27.03.2007	Details regarding council tax and business rate payers in order to trace debtor's whereabouts for the collection of taxes and to prevent and detect fraud.	Section 29 of Data Protection Act 1998	Corporate Finance - Council Tax and NNDR (John Carpenter)
Land Registry	Land Registry and CCBC	Approx. 2003	From Land Registry only	Data sharing without protocols in place (para 4.17)	Details requested regarding owners of properties subject to council tax and/or business rate in order to maintain the accuracy of council tax and NNDR databases. Password-controlled access through secure website	The Land Registration (Amendment) Rules 2008	Corporate Finance - Council Tax and NNDR (John Carpenter)
Police	Police and CCBC	Not known	To Police only	Data sharing without protocols in place (para 4.17) Police pro-forma faxed to CCBC for completion	Details of council tax and business rate payers' accounts provided to enable Police to investigate and detect crime, apprehend and prosecute offenders, protect life and property and maintain law and order	Sections 30(1) and 30 (5) of The Police Act 1996	Corporate Finance - Council Tax and NNDR (John Carpenter)

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
				and return			
Benefits	DWP JCP CCBC			Data sharing without protocols in place (para 4.17)	By GCSX transfer		Corporate Finance - Benefits (Vernon Coles)
National Fraud Initiative data matching exercise	Audit Commission and CCBC		One way	Operational protocol/ guidance (para 4.16) nationally coordinated exercise	Prevention of fraud		Corporate Finance - Internal Audit Services (Richard M Harris) Also Payroll and Council Tax
Draft South East Wales Public Protection Services (also known as 'PPU Gwent Information Sharing Agreement')	Gwent Police CCBC Gwent Local authorities (Blaneua Gwent, Monmouthshire, Torfaen, CCBC, Newport) Gwent Healthcare	Drafted Jan 2009. Police indicated that this has not been continued as WASPI will supercede. Annabel Lloyd, SS, confirmed more recently that the protocol will be renamed	Both	Data sharing without protocols in place (para 4.17) Until this information sharing protocol is finalised.	Enable joint working to safeguard people and promote their welfare, to alleviate crime, anti-social behaviour and to ensure proper management of offenders in the community.	ACPO guidelines WASPI Crime and Disorder Act S115 DPA S29	Legal Services (Gareth Richards) Corporate Personnel – Education and Leisure Social Services – Children's

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
	Trust Gwent local health boards Registered Social Landlords; Gwent Probation Service; Children and Family Court Advisory and Support Service Cymru; Victim Support; Women's Aid Black Assoc of Women Step Out NHS Direct Fire Service MIND Llanarth Court Secure Hospital Independent Care Homes Wales Ambulance NHS Trust Youth	a 'practice document' so that it will not conflict with WASPI and will be finalised in December 2009.					Services

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
	Offending Teams						
Nil return							Information Technology (Shaun Sansom, via Paul Lewis)
Nil return							Corporate Property Services – Facilities (Adrian Crabb)
Nil return							Corporate Property Services – Energy (Paul Rossiter)
Nil return							Corporate Property Services - Client Liaison (JohnThomas)
Nil return							Procurement (Liz Lucas)
Education							
A number of staff have access to ADEW website details via WLGA.				Data sharing without protocols in place (para 4.17)	This provides for forums to discuss a diverse range of issues – non-personal data?		Education (Bleddyn Hopkins)

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
CRB	CCBC CRB		Both ways	Operational protocol/ guidance (para 4.16)	Personnel Division (staff employed) and Transport (drivers and escorts)		Education (Bleddyn Hopkins)
Sharing live birth data between health and education organisations	Health Authority provide LA with live birth data, occasionally working with private and voluntary sector	In place for a number of years	One way from Health to LA	Information sharing protocol (para 4.15)	Names, addresses and dates of births supplied to LA's annually on request and this information could be supplied to schools. Enable LEA to plan educational provision support its safeguarding responsibilities.	Children Act 2004 Local Government Act 2000 Education and Inspections Act 2006	Education – Finance (School Support) (Sue Richards)
Primary Headteacher Protocols Relating To The Release And Use Of Information In Respect Of Future Pupil Admissions	CCBC and Schools	In place for a number of years	One way from LA to schools	Information sharing protocol (para 4.15)	List of children eligible to attend Nursery Class, based on info from health authority (See above for info)	Children Act 2004 Local Government Act 2000 Education and Inspections Act 2006	Education – Finance (School Support) (Sue Richards)
Student Support - SLC	Student Loans Company		Both ways	Data sharing without protocols in place (para 4.17)	Officers post queries and share information on the Protocol Discussion Forum site - access is password protected and forms part of the SLC		Education - Finance (Regulatory) (Jane Southcombe)

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
					Protocol System. Non personal data?		
Welsh Awards Officers Discussion Group	Between Welsh Student Support Officers		Both ways	Data sharing without protocols in place (para 4.17)	Student Finance Officers in Wales established a Welsh Awards Officers Discussion Group, where information specific to Wales may be shared and discussed between Welsh Student Support Officers via e-mail. Non personal data?		Education - Finance (Regulatory) (Jane Southcombe)
DWP information on specific support awarded to students	DWP and CCBC		One way?	Data sharing without protocols in place (para 4.17)	E-mail requests from DWP for information regarding specific support awarded to students to assist in prevention and detection of Benefit Fraud.		Education - Finance (Regulatory) (Jane Southcombe)
Prevent fraudulent Student Support applications	Home Office, Passport Office, HMRC, SLC Special Investigations Unit			Operational protocol/ guidance (para 4.16)	Identify and prevent fraudulent Student Support applications	WAG Prevention of Fraud Audit Guidelines	Education - Finance (Regulatory) (Jane Southcombe)
PLASC – extract of pupil data for WAG.	WAG and CCBC		One way	Operational protocol/ guidance (para 4.16)	Extract of pupil data for WAG.	This is covered by legislation.	Education - ICT (Stuart Lawton)

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
Careers Wales	CCBC and Careers Wales	2008?	One way	Information sharing protocol (para 4.15) Defined by CCBC	Data on pupils attending secondary education within the county: Unique Pupil Number Title Name Gender Date of birth Address Telephone number School attended National curriculum year group Welsh speaker		Education - ICT (Stuart Lawton)
VALREC	CCBC and VALREC		One way	Data sharing without protocols in place (para 4.17)	Information about ethnicity of pupils in schools. Anonymised information?	Agreed with the previous Director	Education - ICT (Stuart Lawton)
Schools ICT	Schools and CCBC		Two way	Data sharing without protocols in place (para 4.17)	This also applies to other Divisions, not just Education ICT. Includes schools transfer of pupil information, for example when pupils leave, to CCBC for certain data collation exercises.	Certain statutory duties	Education - ICT (Stuart Lawton)

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
VOSA - school transport	VOSA and CCBC	1996	Two way	Data sharing without protocols in place (para 4.17)	Information exchange on concerns with PSV Operators (joint surveillance where required) and CCBC requests information held by VOSA on operators not previously known, prior to issuing contracts.	None	Education - Health & Safety, Transport, Complaints & Customer Care (Donna Jones)
School transport – driver info	CCBC and other local authorities	1996	Two way	Data sharing without protocols in place (para 4.17)	Information sharing on serious issues relating to drivers and reference requests for drivers not known to CCBC.	None	Education - Health & Safety, Transport, Complaints & Customer Care (Donna Jones)
School transport - police	CCBC, Police, other agencies present at Social Services Strategy Meetings	Not known	Both	Operational protocol/ guidance (para 4.16)	Police - formal information sharing via Social Services Strategy Meetings	Safeguarding Legislation	Education - Health & Safety, Transport, Complaints & Customer Care (Donna Jones)
Health & Safety - HSE	HSE and CCBC	Not known	Both	Data sharing without protocols in place (para	Information relating to incidents/contractors etc.	HSWA 75. RIDDOR 95	Education - Health & Safety, Transport,

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
				4.17)			Complaints & Customer Care (Donna Jones)
Health & Safety - LAs	Other Las and CCBC	1996	Both	Data sharing without protocols in place (para 4.17)	Specific health and safety issues	None	Education - Health & Safety, Transport, Complaints & Customer Care (Donna Jones)
Health & Safety - WLGA	WLGA and CCBC	Not known	Both	Data sharing without protocols in place (para 4.17)	Information sharing on issues, working practices etc.	None	Education - Health & Safety, Transport, Complaints & Customer Care (Donna Jones)
Violence at work	Police and CCBC	Not known	One way	Information sharing protocol (para 4.15)	Sensitive information re: violence at work incidents	Health & Safety	Education - Health & Safety, Transport, Complaints & Customer Care (Donna Jones)

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
Health & Safety - WAG	WAG and CCBC	Not known	One way	Data sharing without protocols in place (para 4.17)	Information requested on specific issues	None	Education - Health & Safety, Transport, Complaints & Customer Care (Donna Jones)
Children's Information Services and Care Standards Inspectorate for Wales	Family Information Service and Care Standards Inspectorate for Wales	2002?	Both ways	Information sharing protocol (para 4.15) All- Wales document.	Information on the availability of children's day care and childminding, training childcare workers, assisting children in need and working with other agencies to protect children from abuse. Also Complaints info.	Part XA of the Children Act 1989, as introduced by Part VI of the Care Standards Act 2000; Section 118A of the Schools Standards and Framework Act 1998 (as inserted by the Education Act 2002)	Education - Family Information Service (Ruth Lee)
Delivery protocols with Early Years education providers in the non-maintained sector	Early Years education providers and CCBC			Operational protocol/ guidance (para 4.16)			Education - Family Information Service (Fiona Santos)
Nil return							Education - Library Services (Gareth)

Protocol name	Orgs involved	Start date	Info flow one way or both ways	Type of arrangement (see paras 4.9 to 4.18)	Details of information exchanged	Enabler of exchange	Used by following Service Areas
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