## **Hwb Data Sharing Agreement (DSA)**

## This guide is aimed at

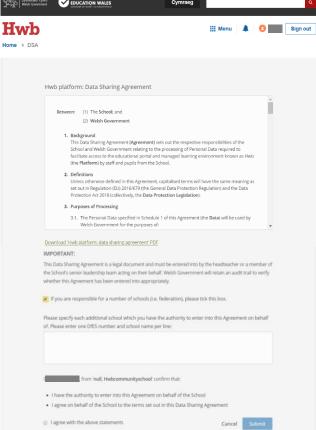
Headteachers or members of a school's Senior Management Team.

## Rationale

A school's Headteacher (or authorised member of the school's SMT) is required to review and accept the terms in the **Hwb Data Sharing Agreement** to allow the sharing of staff and learner personal data with the Welsh Government via the **All-Wales Education Identity Provider** (AWE IdP) provisioning service.

## Accepting the Hwb Data Sharing Agreement (DSA)

- 1. Headteacher (or authorised staff member) to log in to Hwb at <a href="https://hwb.gov.wales">https://hwb.gov.wales</a>
- Click on Support Centre > Trust Centre > Data Protection > School Data Sharing
  Agreement <a href="https://hwb.gov.wales/support-centre/trust-centre/data-protection/hwb-data-sharing-agreement/">https://hwb.gov.wales/support-centre/trust-centre/data-protection/hwb-data-sharing-agreement/</a>
- 4. Review the **Data Sharing Agreement** (within the window).



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- 5. Once you have reviewed the DSA, scroll down to the bottom of the browser window.
- 6. If you are responsible for a number of schools (e.g. a federation), click on the relevant box and type the names and DfES numbers of all the schools that you are accepting the DSA for.
- 7. To accept the DSA, click in the box next to 'I agree with the above statements' and finally, click on the **Submit** button.
- 8. Your agreement will be registered electronically on the Hwb system.

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