

# Kent County Council

## Unity Lite Installation Agreement



### KCC Management Information (CYPE)

Kent County Council  
2nd Floor, Invicta House,  
Maidstone, Kent ME14 1XX  
Email: [Management.Information@Kent.gov.uk](mailto:Management.Information@Kent.gov.uk)

Dear Headteacher,

### Unity Lite Installation Agreement

We have reviewed our existing Data Sharing Agreement process in line with the new General Data Protection Regulations. The improved privacy notice template for schools gives more detail about how students personal information is used and who it is shared with, and the legal basis for that processing and sharing. Therefore, from the academic year 2018/19, the Data Sharing Agreement between Kent County Council and schools will be replaced with a simpler Unity Lite Installation Agreement. This agreement will be renewed on a three-yearly basis, so those signed now will not require renewal until 2021/22. If you have previously signed the Data Sharing Agreement for 2017/18 and currently have Unity installed, that agreement remains valid for three years, though you are welcome to sign this updated agreement.

If your school does not currently have Unity installed, this is the new Capita B2B replacement. Unity enables us as a Local Authority to collect student and attendance data on a regular basis via a secure automatic transfer between your school and our LA Synergy system. Unity Lite will involve the installation of Orchestra Web Services. Currently Unity Lite is only being offered to Educational Establishments with SIMS operating as their information management system, though we hope to extend to other school information management suppliers (dependent on successful Unity testing).

If your school has an Admin support contract with EIS and you have EIS Centrastage installed on your SIMS server, the Unity software can be installed directly onto your server without disturbing you or setting up a remote connection. By signing this Unity Lite Installation Agreement, you will be granting EIS direct access to your Admin/SIMS server (via Centrastage or remote desktop connection) solely for the purpose of this setup, in line with your school's privacy notice. Once the installation has been completed, EIS will email your school to confirm this work has been completed. Please note, users can still continue to work in SIMS, Discover and FMS whilst the installation takes place.

By signing this agreement, you are agreeing to transfer scheduled updates of child level personal data (including exclusions and attendance) to Kent County Council, via Unity. Using this facility will enhance the ability of schools and KCC to support the learning and welfare of children and young people and implement effective safeguarding through tracking of young people across all phases of education. Going forward we hope to transfer some processes from the Digital Front Door into Unity, following work with DfE and Capita SIMS, to further improve efficiency.

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In turn, we agree to:

- Make the data available to identified professionals via the Synergy system, when required, removing the need for them to contact you directly
- Notify your school as soon as we become aware of any inaccuracies in the data we have received to ensure that the data held by both parties is accurate and up to date.
- Provide advice and guidance to support the data transfer process and where necessary liaise with EIS (providing your school has an EIS support contract)

By signing this agreement, you will also be eligible to receive the following services from KCC free of charge:

- Assistance with data queries relating to statutory returns, data analysis or systems, including referral to external authorities, such as the DfE
- Support for S2S and COLLECT (DfE online secure data transfer/collection systems)
- The School Summary Sheet with key information for SLT and Governors
- The Year 11 and 12 Destination survey
- The Primary attainment pupil reports (providing your Educational Establishment submits within the specified deadline)
- Support and guidance for FFT Aspire and Analyse School Performance (ASP)

Should you require any further information regarding Unity Lite please contact Management Information using the contact details provided below.

### **Unity Lite Installation Agreement**

Educational Establishment Name: \_\_\_\_\_

DfE Number: \_\_\_\_\_

Headteacher's name: \_\_\_\_\_

Headteacher's signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Please return to:**

Management Information – Children, Young People & Education  
2nd Floor, Invicta House, Maidstone, Kent ME14 1XX

**Or Scan and Email:** [Management.Information@Kent.gov.uk](mailto:Management.Information@Kent.gov.uk)

Yours sincerely

Wendy Murray - Performance & Information Manager