

# INFORMATION SHARING AGREEMENT

Between

**Essex County Council**

And

**Community Dental Service Community Interest Company**

**Public Health England - Dental Public Health Epidemiology Programme,  
Oral Health Survey of Five-year-old Children, 2018/19.**

**Agreement From 17/01/19 to 31/05/20**

Date	Version	Who	Comments
12.12.2018	1.0		Initial Draft
17.01.2019	2.0		Draft for signing following amendments
24.01.2019	2.1	ECC	Amended number of schools





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# Information Sharing Agreement (ISA) Template (v1)

## 1. Partners/signatories

Essex County Council (ECC)

Community Dental Services Community Interest Company (CDS CIC)

## 2. Information to be shared

From the school census, ECC need to provide CDS CIC with the following information for the Reception and year 1 students from 20 selected schools in each district/borough in Essex (totalling up to 240 schools), provided by CDS CIC.

- School name
- Child's full name
- Date of birth
- Residential post code
- Ethnic group
- School code

## 3. Purpose - Why do you need to share this information?

We need to share this information because The Community Dental Services is commissioned to undertake oral health surveys as part of Public Health Epidemiology Programme for England. This year there is a survey commissioned of five-year-old children. Children are selected from their school class lists and positive parental /guardian consent is obtained in order to examine the sampled children.

The purpose of this epidemiological survey is to understand the prevalence and severity of dental decay in the selected population. A National protocol is followed from PHE and this enables results to be compared between areas and compared to previous surveys. These surveys have been conducted by the Community Dental Services for over 20 years. The data provides evidence on which to base preventative care programmes and plan dental care interventions.

The purpose of requesting the data from the central database of school children is that this removes the need for individual schools to provide the data.

The data is used to sample school children for the survey and complete an examination if positive consent is obtained from parent/guardian.

We need to identify each child accurately to ensure only children with positive consent are seen. (Parental / guardian consent form attached appendix B)

At examination, a data sheet is completed that identifies each child by month and year of birth, ethnic group and postcode. The child's name is not entered on the sheet to reduce identification. - Details of the dental examination are also recorded.

A letter is prepared for each parent / guardian to inform them if their child's mouth appears healthy or if dental care may be required and gives advice on oral health care. This ensures that each child participating receives feedback from this oral health surveillance.

Specifically information is shared to achieve

- to understand the prevalence and severity of dental decay in the selected population
- The data is used to sample school children for the survey and complete an examination if positive consent is obtained from parents.

#### **4. Legal Basis – What law allows you to share this information?**

Oral Health surveys are an essential part of needs assessment to enable the Council to improve the well-being of children in Essex County Council Area

**Data is shared to assist in Local Authority undertaking legal requirement to perform dental public health functions as related to dental surveys as details at the end of this section.**

(Statutory Instrument 2012, No. 3094)

#### **The Children Act 2004**

Section 10 of the Act places a duty on each children's services authority to make arrangements to promote co-operation between itself and relevant partner agencies to improve the well-being of children in their area in relation to:

- Physical and mental health, and emotional well-being;
- Protection from harm and neglect;
- Education, training and recreation;
- Making a positive contribution to society;
- Social and economic well-being.

The relevant partners must co-operate with the local authority to make arrangements to improve the well-being of children. The relevant partners are:

- district councils;
- the police;
- the Probation Service;
- youth offending teams (YOTs);
- strategic health authorities and primary care trusts;
- Connexions;
- the Learning and Skills Council.

**Statutory Instrument 2012, No. 3094 The NHS Bodies and Local Authorities (Partnership Arrangements, Care Trusts, Public Health and Local Health watch) Regulations 2012**

**PART 4**

**DENTAL PUBLIC HEALTH FUNCTIONS OF LOCAL AUTHORITIES**

**Exercise of functions of local authorities**

**17.—**

(1) Each local authority shall have the following functions in relation to dental public health in England.

(2) A local authority shall provide, or shall make arrangements to secure the provision of, the following within its area— Oral health survey of five-year-old children, 2018-19. National protocol.

(a) to the extent that the authority considers appropriate for improving the health of the people in its area, oral health promotion programmes;

(b) oral health surveys to facilitate—

(i) the assessment and monitoring of oral health needs,

(ii) the planning and evaluation of oral health promotion programmes,

(iii) the planning and evaluation of the arrangements for provision of dental services as part of the health service, and

(iv) where there are water fluoridation programmes affecting the authority's area, the monitoring and reporting of the effect of water fluoridation programmes.

(3) The local authority shall participate in any oral health survey conducted or commissioned by the Secretary of State under paragraph 13(1) of Schedule 1 to the 2006 Act (powers in relation to research etc.) (a)<sup>3</sup> so far as that survey is conducted within the authority's area.

## **The General Data Protection Regulation 2018 (GDPR) and the UK Data Protection Act 2018 (DPA, The Act)**

The DPA aims to modernise data protection laws to ensure the effective management of data in the digital age. The Act clarifies and supplements the General Data Protection Regulation (GDPR) and replaces the Data Protection Act 1998. The GDPR enhances the protection of children's personal and sensitive data providing more control on the management of their data in which Local Authorities and Schools must comply.

GDPR provides 6 data protection principles for individuals and strengthens those rights already in existence under the Data Protection Act 2018, summarised as follows:

- i) The individual's right to be informed on how personal data is processed, the data subject's rights and how to complain. Processed lawfully, fairly and transparently. Typically, in a privacy notice: provided in a concise, transparent, intelligible and easily accessible, written in clear plain language, especially when addressing a child and the information is to be provided free of charge.
- ii) The individual's right to access data free of charge which is to be provided in a commonly used format.
- iii) The individual's right to have their personal data rectified if inaccurate or incomplete and for it to be rectified within one month of the request if not deemed complex. All Third parties must be informed if disclosed to them.
- iv) The individual's right for personal data to be removed or deleted securely when no longer required or an individual withdraws consent, objects to its use or if it is unlawfully processed.
- v) The individual's right to restrict or block the processing of personal data if the data is deemed to be inaccurate or no longer of use, or an individual has objected to its use or it is unlawfully processed. All Third parties must be informed if disclosed to them.
- vi) The individual's right to data portability to obtain and reuse their personal data (provided by them to a data controller) across different services for their own purposes to allow the

safe transfer of personal data from one IT environment to another in a safe and secure way without affecting usability and for this to be provided free of charge.

- vii) The individual's right to object to direct marketing and profiling without exemption or grounds for refusal, provided free of charge.
  
- viii) The individual's rights not to be subjected to automated decision-making and profiling and must be able to obtain human intervention to be able to express an opinion, obtain and explanation and challenge a decision.

The most significant principle is the first principle which states that personal data shall be processed lawfully, fairly and transparently. The type of information being disclosed for the purposes of this ISA will include 'sensitive personal data' which means conditions must be satisfied.

The most relevant aspects of the Act to enable us to share data in this ISA are:

Article.5 (1) (b) data is collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall, in accordance with Article 89(1), not be considered to be incompatible with the initial purposes ('purpose limitation');

Article.5 (1) (d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy');

Article.5 (1) (e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) subject to implementation of the appropriate technical and organisational measures required by this Regulation in order to safeguard the rights and freedoms of the data subject ('storage limitation');

(f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality').

Article.5 (2) the controller shall be responsible for, and be able to demonstrate compliance with, paragraph 1 ('accountability').

These are the GDPR Article 6 conditions which may apply to allow personal data to be processed under this agreement:

- 6(1)(c) Processing is necessary to comply with a legal obligation
- 6(1)(e) Processing is necessary to perform a task in the public interest or in the exercise of official authority, and the task has a clear basis in law.

These are the Article 9 conditions which may apply to allow Special Category (former sensitive) personal information to be processed:

- 9(2)(b) Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law....
- 9(2)(g) Processing is necessary for reasons of substantial public interest.

### **A note on consent**

While it is the case that consent is one of the lawful bases for processing personal data under the GDPR but is not the lawful basis for the primary school health data collections. Instead, this is provided by varying combinations of the GDPR articles that cover:

- compliance with a legal obligation
- the exercise of official authority
- medical diagnosis or the provision of healthcare or treatment
- public interest in the area of public health

No change is needed to the current ways in which parents are informed of the primary school health data collections (including child health, weight, dental surveys and vaccinations) for these to be lawful under the GDPR.

In summary, the lawful basis for this processing of height and weight measurements, dental surveys and vaccinations of children in primary schools is not provided by consent – it is provided by varying combinations of ‘compliance with a legal obligation’, ‘exercise of official authority’, ‘medical diagnosis or the provision of health care or treatment’, and ‘public interest in the area of public health’.

However, parents or persons with parental responsibility must still be provided with the opportunity to withdraw their children from the dental health survey. Their written agreement must also be obtained for children to be included in a dental survey or to be vaccinated in primary schools.

In addition, this is how all 6 Principles of the GDPR/DPA, contained at Article 5 are met.

<b>Principle</b>	<b>Compliance mechanism</b>	<b>Action required by partners</b>
Personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject	<p>Section 3 (a) &amp; (b) of this Agreement sets out the legal basis for the information sharing.</p> <p>Fair processing information as described in Articles 12(1), 12(5), 12(7), 13, 14 shall be provided by the involved data controllers to data subjects.</p>	<p>Partners are relying upon the legislation outlined in Appendix A to provide the vires to share information with the parties to this agreement.</p> <p>All partners to this agreement will have notified the Information Commissioner of their holding data under a relevant purpose. All disclosures within this agreement will be for this purpose.</p> <p>Partners will proactively</p>

Principle	Compliance mechanism	Action required by partners
		<p>communicate to individuals and the community at large that this sharing takes place and will deal with any specific requests for information not to be shared on a case by case basis. This will be done by providing information about who data is shared with and for what purpose within leaflets given to every data subject. Any websites set up for the purposes of providing information about/by the partners, posters etc. should also include information on fair processing.</p>
<p>Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes</p>	<p>There will be no secondary uses permitted without the consent from the original data controller.</p>	<p>Personal data will only be used for the purposes of this agreement to carry out the survey outlined in the letter to parents/guardians.</p> <p>Only those staff using the data for these purposes will have access to the data and it will not be shared with other staff in the organisation.</p> <p>Partners will seek formal written permission for further lawful uses of personal data</p>

Principle	Compliance mechanism	Action required by partners
		processed under this agreement.
Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed	Only the minimum information required will be given access to.	Partners will only grant access to systems and data as required to undertake legitimate processing under this agreement.  The minimum information will be shared in order to provide the service.
Personal data shall be accurate and, where necessary, kept up to date	The systems accessed will be reviewed regularly and updated as necessary.	Information used for the referral will be checked by the employee concerned.  Notify relevant parties of data problems that affect the reliability of shared datasets.  Run regular data quality checks and audits  Partners will ensure that individual rights are complied with
Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for	Retention and disposal policies of partner organisations will be adhered to.	Data will be destroyed when retention is no longer necessary (unless agreed otherwise with the providing partner organisation).

Principle	Compliance mechanism	Action required by partners
<p>which the personal data are processed</p>		<p>Partners will ensure their systems and the personal data contained within them are reviewed regularly to ensure that individual rights are complied with.</p> <p>Partners will be required to keep the data in line with the Council's retention &amp; disposal policy.</p>
<p>Personal data shall be processed in a manner that ensures appropriate security of the personal data</p>	<p>Appendix A of this Agreement sets out how information security issues have been addressed.</p> <p>These are set out in the Code of Connection and the Security Operating Procedures.</p>	<p>Partners will ensure that specifications of requirements are placed in in any new tenders for systems used to process personal data under this agreement</p> <p>Annual staff training in security Own organisations data protection training and compliance</p> <p>If the security of data received via the sharing agreement is compromised, participants must notify any relevant parties in accordance with information security incident management processes.</p> <p>Partners to this agreement will</p>

Principle	Compliance mechanism	Action required by partners
		<p>abide by the security requirement of the UK Data Protection Act 2018 applicable to the processing of the information subject to this Agreement.</p> <p>In general-Partner organisations will make sure appropriate technical and organisational measures against unauthorised or unlawful processing of personal information and against accidental loss or destruction of, or damage to, personal information</p>
<b>Further requirements (GDPR/DPA)</b>		
<p>Compliance with Data Subject rights (GDPR Articles 12-22)</p>	<p>Data subject requests are responded to in required timescales.</p> <p>Complaints are answered.</p> <p>Data can be deleted (if applicable).</p> <p>Data can be restricted (if applicable).</p>	<p>Partners will ensure that individual rights are complied with when exercised.</p> <p>Partners to this agreement will respond to any notices from the Information Commissioner that impose requirements to cease or change the way in which data is processed.</p>

Principle	Compliance mechanism	Action required by partners
International Transfers (outside UK/EEA) (GDPR Articles 44-49)	<p>Data only transferred or stored outside EU e.g. in cloud with adequate safeguards</p> <p>Backups held outside EU with adequate safeguards.</p>	<p>It is expressly forbidden to transfer data outside the EEA unless the data subject's rights are guaranteed.</p> <p><u>In circumstances where such processing is unavoidable, partners will ensure the following approaches are taken to such processing:</u></p> <p>Preferred solution: Data transferred, stored and backed up on EU servers via contract requirements.</p> <p>Acceptable solution: Hosted in a location/jurisdiction with appropriate Data Protection/confidentiality laws, and under a binding contractual relationship.</p>

## 5. Do we need to consider the Human Rights Act 1998?

These are aims which apply to satisfy Article 8:

Sharing is Necessary for the Protection of public health and morals and the partners are only sharing the minimum amount of information required to meet the above aims.

## 6. What Information does each signatory need to share?

And what will this information be used for? Will anyone else have access to this information?

The Council is the Data Controller for the information it provides and Public Health England is the Data Controller for the information created as a result of the survey.

<b>Providing Organisation</b>	<b>Receiving Organisation</b>	<b>Who is the Data Controller</b>	<b>Information to be shared</b>	<b>What will this be used for</b>	<b>Who will have access to this information</b>
Essex County Council	Community Dental Services Community Interest Company	The Council is the Data Controller for the information it provides and Public Health England is the Data Controller for the information created as a result of the survey.	Child's full name, DOB, postcode and ethnic group.	Contacting parents/guardians if they want their children to take part in the survey.	Only members of the epidemiology team will access the data at the Community Dental Services Community Interest Company.

## 7. Indemnity

No data will be forwarded on to a third party or sub-contractor without the express written permission of the original data controller for that information.

Disclosure of personal information without consent must be justifiable on statutory grounds, or meet the criterion for claiming an exemption under the GDPR & Data Protection Act. Without such justification, both the agency and the member of staff expose themselves to

the risk of prosecution and liability to a compensation order under the GDPR Data Protection Act or damages for a breach of the Human Rights Act.

If the disclosure of information is in contravention of the requirements of the GDPR & Data Protection Act, The Community Dental Service CIC, shall indemnify the Council against liability, cost or expense reasonably incurred.

#### **8. How are you going to keep information accurate?**

There will be no requirement to update or alter the information. The data about the children is received as a snapshot in time and will not be altered by CDS CIC.

#### **9. How long will the information be kept?**

CDS CIC only requires the data until the national survey results are verified this will be May 2020 at the latest.

#### **10. How will we share and keep information secure?**

This is detailed at Appendix A.

#### **11. What if we want to use the information for something else?**

If The Community Dental Service CIC wishes to use the information for any other purpose other than that in Section 2 above, they must first ask the Council for their written consent.

#### **12. What do we do if information is lost, disclosed, misused, etc?**

If any information which is shared under this agreement is lost, stolen, or disclosed to someone who should not have seen it this is not only a breach of confidentiality but is likely to be a breach of the Data Protection Act (for which the Data Controller can be fined up to £17 million ). If the information is deliberately accessed and/or disclosed by someone who is not entitled to see or use it this person may have committed a criminal offence under the UK Data Protection Act 2018 or the Computer Misuse Act 1990. Information may be deleted when it should have been kept. These are all information breaches.

It is important that the organisation(s) which provided the information are told as soon as possible so that they can risk assess what has happened – they may need to tell individuals what has happened to their information and they may need to tell the Information Commissioner. An investigation may have to be done by the police or the Information Commissioner so evidence (audit trails, printouts, etc) may need to be recovered.

The organisation where the breach occurred may need to do an internal investigation and this may lead to disciplinary action or identify processes which need to be changed.

Each organisation should provide contact details of the post in their organisation who should be informed if an information breach occurs in the table below.

Organisation	Post	Email	Telephone
Essex County Council	Information Governance Team	<a href="mailto:dpo@essex.gov.uk">dpo@essex.gov.uk</a>	03457 430 430
The Community Dental Service CIC	Paul Lyons Data Protection Office (DPO)	<a href="mailto:dpo@cds-cic.nhs.uk">dpo@cds-cic.nhs.uk</a>	01234 310223

### 13. How will you check if your colleagues are complying with this agreement?

If it is still current?

Operations Director and lead for epidemiology monitors use and storage of data. CDS has risk reporting structure and policies relevant to IG such as:

- CDS Information Governance Policy
- Acceptable Use Policy
- Annual IG training reminding teams of their responsibilities

This agreement will be reviewed after one year from signature on 18.1.19 after this it should be reviewed every five years unless there has been some change (legislation, need to extend organisations involved, etc.) which needs the agreement to be updated.

CDS CIC has a contract to provide epidemiology until 2018 so the agreement would expire when the contract expires. The data set required for each survey is different so CDS CIC would expect to approach Essex County Council to consider each specific survey. Some surveys do not require Essex County Council data.

### 14. What happens if there is a major security breach?

Any partner can suspend this ISA for 45 days if security has been seriously breached. This should be in writing and provide evidence of what went wrong. A representative from each

organisation should meet asap (no longer than 14 days) to carry out a Risk Assessment and Resolution meeting.

Termination of this ISA should be in writing to all other Partner Organisations giving at least 30 days' notice

**15. What do we do if we are asked to disclose information which we receive under this ISA?**

You may receive a request under the Freedom of Information Act 2000 or the GDPR & Data Protection Act. In Essex County Council it has been agreed that when an organisation receives a request for information which has been shared under an ISA the organisation which receives the request will tell the organisation which provided the information and ask for their views about the disclosure of the information so this can inform the decision making process.

## 16. Who are the Responsible People in each organisation?

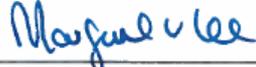
Information sharing activity should be reviewed and approved by the organisation's legal/information security staff

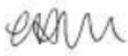
Each organisation should give details of the post which is responsible on a day to day basis for monitoring compliance with this ISA.

<u>On behalf of Essex County Council</u>	
Post or Name:	Information Governance Team
Address:	County Hall Chelmsford Essex CM1 1LX
TEL:	03457 430 430
Email:	<a href="mailto:dpo@essex.gov.uk">dpo@essex.gov.uk</a>

<u>On behalf of Community Dental Services Community Interest Company</u>	
Post or Name:	Paul Lyons – Data Protection Officer
Address:	Colworth House, Colworth Park, Sharnbrook, Bedfordshire, MK44 1LZ
TEL:	01234 310223
Email:	<a href="mailto:dpo@cds-cic.nhs.uk">dpo@cds-cic.nhs.uk</a>

## Who are the Appropriate Signatories in each organisation?

Signed on behalf of Essex County Council	
Name:	Margaret Lee
Role:	Senior Information Risk Officer
Signature:	
Organisation:	Essex County Council
Date	28.2.2019

Signed on behalf of Community Dental Services:	
Name:	Lorraine Mattis
Role:	Operations Director - Essex
Signature:	
Organisation:	Community Dental Services CIC
Date	25/1/2019

## Appendix A

Sharing & Destruction Methods	Security Requirements
Organisation Data Network (e.g. internal email)	<p>Data will be transferred by secure means via encrypted email to ensure the data subjects information is kept safe.</p> <p>(it is the sender's responsibility to ensure the data is encrypted in transit. ECC will send via Egress email)</p>
Email between partners	
Laptops, removable media, USB, etc	<p>Must be owned by the employer and encrypted. No personal information from any of the organisations in this ISA is to be loaded to personally owned removable media.</p> <p>Data would not be on a USB.</p>
Electronic storage of information	<p>Is there an audit trail which will show who has accessed a record.</p> <p>Data is kept in a secure folder with restricted team member access</p> <p>IT provider complies with ISO 27001</p>
Vetting/clearance of staff	<p>All CDS team members are DBS checked.</p>
Fax	<p>Note faxes are legacy technology and are NOT to be used unless there is no alternative. If no alternative, check recipient is on hand to receive.</p> <p>Send cover sheet first and wait for confirmation before sending.</p>
Storage of papers	<p>Data for consented children with clinical data sheets Stored according to medical records</p>

Sharing & Destruction Methods	Security Requirements
	<p>standard and destroyed according to medical records standard</p> <p>Location of standard to be provided to ECC</p>
Movement within organisation via internal mail	<p>In a sealed envelope with protective marking shown.</p> <p>(Not used by ECC to transfer information).</p>
Movement between partner agencies	<p>By post or secure courier in a sealed envelope.</p> <p>(Not used by ECC to transfer information).</p>
Movement between workplace and home / mobile office	<p>On encrypted memory stick or lockable briefcase. Locked filing cabinet for storage if home working.</p> <p>(Not used by ECC to transfer information).</p>
Destruction Methods	Security Requirements
Disposal of papers	<p>Use secure waste sacks if organisation has system in place and make sure they are secure when left unattended or collected for destruction.</p> <p>Cross shred personal information if it is very sensitive.</p>
Disposal of magnetic media	<p>All types of discs and other storage devices – dismantle and destroy by disintegrating, pulverising, melting or shredding then dispose with normal waste/recycling following destruction.</p>

\* If organisations do not find it possible to apply the appropriate security this should be discussed with the originator.

# Appendix B



# Consent Letter

**URGENT**

**Return to school by.....**

**Community Dental Services CIC**  
 Coleridge House  
 Coleridge Park  
 Sharncliffe  
 Bedfordshire  
 MK44 1LZ  
 Tel: 01234 310215  
[www.communitydentalservices.co.uk](http://www.communitydentalservices.co.uk)

Public Health England, Dental Public Health Epidemiology Programme,  
 Dental health survey of 5-year olds 2018 to 2019

Child's Name: .....

The survey is planned to take place on: .....

**Please will you help with a survey of child dental health?**

We are asking parents of 5-year-old children to agree to them taking part in this national survey. There is more information on this sheet but, in short, you are being asked to fill in and sign the consent form and return it to school to show you agree to your child having a very quick examination of their teeth in school. This is to collect information about whether dental health is improving in this age group and to allow different areas to be compared. You might like to see a short film which shows parents what happens on examination day and explains why it is important that parents support the survey by returning their child's consent form. [URL Link: https://youtu.be/EzrjK3HRpD8](https://youtu.be/EzrjK3HRpD8)

As part of the survey we will be asking the school to share information they already have, including date of birth, home postcode and ethnic group. The

**Community Dental Services**

**CONSENT TO TAKE PART – please return this page to school**

My child's name is (insert name).....

Class.....

Please tick appropriate boxes below:

I have read and understood the information in the leaflet for the above survey and I have had the opportunity to consider the information

Yes, I agree to my child taking part in the dental survey

Or No, I do not want my child to be included

Signed..... (parent or guardian) Date.....

Name (block capitals).....

**Q What is the survey about?**

This year surveys are being carried out all across England to find out more about dental health among 5-year-old children. The information will be used to plan local dental health services in the future.

Parents of children attending your child's school are being asked if they would agree to their child taking part by signing the form and returning it to school. Participation is voluntary, although if lots of children take part then the information is more accurate.

You might like to see a short film which shows parents what happens on examination day and explains why it is important that parents support the survey by returning their child's consent form. [URL Link: https://youtu.be/EzrjK3HRpD8](https://youtu.be/EzrjK3HRpD8)

**Q Why your help is important**

The survey will produce much better information if lots of children to take part. It doesn't matter what their dental condition is like, we need to include those with big and little problems, those with perfect teeth and those with not-so-perfect teeth, those who attend their own dentist and those who don't.

The examining team just want to record what they find.

**Q Who is running the survey?**

An NHS dental team, including a fully qualified dental clinician, which is trained and experienced in carrying out surveys of dental health of very young children. The survey is being coordinated by Public Health England (PHE).

**Q Who is being asked to take part?**

All or some children at your child's school who will have had their 5th birthday by the time the survey team visit will be asked to take part.

The school has been selected at random from a list of all schools in the area and they have kindly agreed to host the survey team.

**Q What are volunteers being asked to do?**

The children will be asked to have a very simple and quick dental examination at school. The dentist or dental therapist and an assistant who are trained to do this work will only do a simple examination. No treatment will be provided. The dentist will use fresh disposable latex free gloves and sterilised mirrors for each

child. The check takes only a few minutes and we will let you know if we find anything wrong.

This examination cannot be as thorough as the one done by your own dentist so parents should still take their children for regular check-ups with their own dentist.

**Q Can I withdraw my child from the study at any time?**

You are free to withdraw your consent at any stage before the examination by contacting the school and you do not need to give a reason for withdrawing. As the study is anonymous we will not be able to identify your child's information, so you can't withdraw if later on.

**Q Who will use the results?**

The results will be grouped together by PHE who will write a report which will be used by a range of people who will use the information to help with their work. This will include the NHS, to help with local planning of treatment services, to support local authorities with their responsibility for monitoring the health, including oral health, of their local population and the Department of Health.

A number of other government departments and agencies may also use the results. Survey information may also be shared with researcher partners who are viewed by PHE as fit to carry out suitable research.

Publications based on the data will be made available on the PHE website and might be published in journals from Spring 2020. You can see the results of similar surveys on this website: [www.mph.nhs.uk/dentalhealth](http://www.mph.nhs.uk/dentalhealth)

**Q Is the survey confidential?**

Yes, the information you give us will be treated as strictly confidential as directed by the Code of Practice adopted by the NHS and the General Data Protection Regulations 2018, and will only be used for statistical research purposes.

As part of the survey we will be asking the school to share information they already have, including name, date of birth, home postcode and ethnic group. The information about your child will be stored in a computer file which will be password-protected and only dental staff and Public Health England staff will have access to it. No names or addresses will be recorded on the survey forms – just a postcode and a code for ethnic group.

The information will be used to produce statistics that will not identify any individuals; instead information about groups of people will be reported. Survey information is also provided to other approved organisations for statistical purposes only. All such statistics produced are subject to similar codes and the same standards of protection are applied to your information at all times.

The consent forms and all other data will be securely transported and held by the survey team who will be the only people who will have access to it. As soon as the survey results are published the consent forms and other data will be securely disposed of by survey teams who are used to dealing with such information.

CDS have a Privacy Notice to make it easier for you to find out how we use and protect your information. You will be able to read it in full on our website at [www.Communitydentalservices.co.uk/privacy](http://www.Communitydentalservices.co.uk/privacy)

If you have questions, comments or complaints contact: Community Dental Services: Kate Peniket, Epidemiology Coordinator on 01234 310215

Yours sincerely

*Helen Paisley*  
 Miss Helen Paisley  
 Regional Operations Director

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