

Partner+ Agreement

This is an agreement between

Buckinghamshire Disability Service (BuDS)

20 Station Road
Gerrards Cross

AND

[PARTNER] (*the Partner+*)

Purpose of Agreement

This Agreement is to facilitate collaboration between BuDS and [PARTNER] for the purposes of the issue of Fair4All Cards to [members, service users, patients] of [PARTNER].

For the purposes of the Data Protection Act 2018 and the ICO Data Sharing Code of Practice, there will be no sharing of data between BuDS and [PARTNER], and therefore a data sharing agreement is not required.

Responsibilities Under This Agreement

BuDS agrees to:

- Collaborate with the Partner+
- Promote the Partner+ on BuDS social media and website
- Provide the Partner+ with training resources and support as necessary
- Supply promotional marketing resources as specified in the Operations Schedule
- Supply a bespoke online application form for members, service users and patients
- Process applications received from the Partner+ in line with the operations schedule, informing the Partner+ of any anticipated delays
- Issue cards to successful applicants

[PARTNER] agrees to:

- Collaborate with BuDS
- Announce their participation in the F4A Card scheme on their website, in publications and on their social media and website, and at their discretion share relevant Fair4All social media posts
- Ensure their staff and volunteers participate in training provided by BuDS as necessary
- Distribute marketing resources and promote the Fair4All Card to members, service users or patients
- Support their members, service users or patients with the application process and the production of evidence
- Ensure all applications are submitted in line with the operations schedule, informing BuDS of any anticipated delays
- If relevant, distribute Fair4All Cards to their members, service users or patients
- Give BuDS feedback and testimonials about their experience working with the BuDS Fair4All Card Scheme

Data Sharing

The Partner+ Scheme does not require the sharing of personal sensitive data between BuDS and the Partner+. Both BuDS and [PARTNER+] will individually comply with the ICO Data Sharing Code of Practice and the Data Protection Act 2018.

BuDS will ask members, service users or patients of [PARTNER+] who apply for a Fair4All Card to give their permission for BuDS to share with [PARTNER+] their names and basic information about the progress of their application. If this permission is given, BuDS will update the Partner+ about the progress of applications and may ask the Partner+ to support individuals who are not making progress. BuDS will not share any other information received from members, service users or patients of [PARTNER+].

The [PARTNER+] may share information with BuDS in accordance with its own data sharing policies and with the permission of its members, service users, and patients.

Insurance

BuDS and the [PARTNER+] confirm that they have and will continue to have in force public and professional indemnity insurance suitable to their activities and risks and that their collaboration within the terms of this agreement falls within the scope of that insurance.

Signed: [BuDS]

Signed: [Partner+]

Date: