

Horizon information sharing agreement

An online tool for data on youth social action in the UK

This agreement is between organisations who share their data through Horizon and Horizon Admin, which is currently held in partnership by Step Up To Serve, Generation Change and Torchbox.

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Introduction

Horizon is an online tool that will map the provision of youth social action opportunities (i.e., programmes that engage young people in practical action in the service of others such as campaigning, volunteering and fundraising) across the UK. It will show the number of opportunities for young people aged 10-25 across the UK. This will give us a much clearer understanding of the hotspots and gaps in youth social action provision, and could prove invaluable to achieving the #iwill campaign's 2020 goal.

For Horizon to work, we will be asking youth social action providers to share information that is either currently publically available, or in some cases to share information they currently hold that they would be happy to be made public. More details on this can be found below in the *Use of the Data* section.

We are requesting this information in order to build a picture of the landscape of youth social action provision across the UK. This will facilitate strategic decisions relating to the extension of provision in particular locations or for particular age groups.



What data we're collecting and how

At this stage, it's useful to define some key terms-

- **Youth social action** is practical action in the service of others to create a positive change
- **An Opportunity** is a place for a 10-25 year old on a youth social action programme in the UK.
- **A youth social action programme** is a structured series of activities for young people led by a specific organisation and including a social action element.

Organisations who sign up should:

- Operate in the UK
- Work with young people between the ages of 10-25
- Deliver programmes in line with the [six quality principles](#) of youth social action

The data we will be asking for relates to the number of opportunities provided over the previous 12 months for young people to take part in youth social action. We are not asking for any data that will identify individuals.

We will be looking to capture:

- Number of places taken up over a 12 month period (search tools currently show data for 2014)
- Whether there was a waiting list for young people wanting to take part in your opportunity
- Whether, with your existing resources, you could have offered places for more young people to take part in this programme

Those organisations who are happy to share their data in accordance with this agreement will create a profile on www.horizondata.net and add information about their programme(s). Each organisation will have one profile, with one login, owned by the organisation, not the individual who creates it.



Organisations will be asked to update their data at a given point each year, however if their youth social action provision should change significantly within the year they are responsible for updating their information on Horizon.

For a full list of the data required, please see Annex A.

Use of the data

There are three key parts of Horizon:

1. **Data entry:** organisations create a profile and add information to Horizon as described above.
2. **Reporting tool:** funders, commissioners and national scheme providers can interrogate aggregate data about the landscape of youth social action in the UK.
3. **Admin:** backend of the tool where data is stored - access is restricted as described below.

Data shared through Horizon's data entry form will be used to build a database that can be interrogated to provide an aggregate picture of youth social action opportunities. This aggregate picture will be publically accessible, and will be provided through the Horizon reporting tool. The number of opportunities per specific programme will not be made publically available, instead the total number of opportunities from multiple organisations in an area will be shown.

Horizon has been designed to perform the following two main functions:

- **Return a list of youth social action programmes against key variables** such as age and region. For example, what programmes are available for 10 year olds in the South West?
- **An understanding of the number of places** in a certain area or for a certain demographic, also in relation to youth population. For example, how many places are there for 13-15s in East Anglia to take part in social action and how does this relate to youth population?



	Access	Description
Data Entry	Restricted	Youth social action providers create a profile and add data on their youth social action programmes.
Reporting Tool	Public	Report users will be able to see the total number of opportunities in a particular area or a list of programmes in an area, but not the number of opportunities on a specific programme.
Horizon Admin	Restricted	Programme level data will be visible; this is why we are asking organisations to only share high level data that they do not consider sensitive and why we are collecting data that tends to be available on an organisation's website or in their annual reporting. Access to this will be restricted to those who run the tool, who will ensure that data is consistent and high quality.

As part of our commitment to ensuring your data is protected, the organisation(s) that hold Horizon Admin will sign up to a non-disclosure agreement. Through this agreement Horizon Admin organisation(s) will commit to not sharing data that relates to a specific programme without prior written permission, and will ensure that all officers, employees and agents comply with this responsibility.

Horizon Admin will not be responsible for decisions that are made on the basis of information in the tool.

Data propriety

Organisations own all the content and information they share through the tool, but grant Horizon Admin a non-exclusive licence to use it. Data shared through Horizon will not be shared with third parties.

Organisations can end this licence for specific content by deleting their account and/or by requesting that information be removed, except a) to the extent you shared it with others as part of the service and they copied or stored it and b) for the reasonable time it takes to remove from backup and other systems.





Ownership of Horizon Admin

Step Up To Serve runs a time limited campaign, therefore it is likely that the ownership of Horizon Admin will be transferred by 2020.

A representative group of organisations who have shared their data through Horizon would be consulted before the transfer of ownership to a new organisation, and any prospective new owner of Horizon Admin would need to sign up to this information sharing agreement before taking over the running of the tool.

Should Horizon Admin move to another organisation, you will have the right to request that we remove any record of your data.

Information Sharing Agreement

For organisations sharing data in Horizon, consent to this agreement is made by creating a profile on Horizon and adding their data to the tool.

Horizon Admin commits to share information only in the ways outlined above. This agreement will remain in place should Horizon Admin transfer to a different organisation or partnership.

Should any changes be made to this agreement, organisations will be notified and will be able to request that all their data is removed from the tool should if required.



Annex A: Data Entry Form

The data you will be asked to submit is the:

- Name of the opportunity (e.g the school, city, centre it takes place in)
- The post code of the opportunity
- The number of young people taking part in this opportunity.

When creating a programme profile you will also be asked the following questions about your programme:

General information

- Programme name *
- Description of your programme *
- Is your programme delivered only online? *

- Starting month*
- How long does your programme last? *
- When does your programme take place? *
- Approximately how many hours per session are young people involved in your programme?*

- Do young people on your programme address specific causes?
[If yes] Please select which cause(s) are addressed:
 - Education & learning
 - Environmental
 - Sport & recreation
 - Crisis & poverty
 - Culture & heritage
 - Crime & justice
 - Health & social care
 - People & communities
 - Other



- What type of social action do young people take part in?
 - Fundraising or sponsored event
 - Helping to improve their local area
 - Campaigning
 - Tutoring, coaching or mentoring
 - Volunteering
 - Other
- Young people on our programme are typically (tick all that apply):
 - Attending school
 - Attending further education (including apprenticeships)
 - Attending university
 - In employment
 - Unemployed
- Was there a waiting list for young people to take part in this programme?
- If so, approximately how many young people are on your waiting list?
- With your existing resources, could you have offered places for more young people to take part in this programme?
- If so, approximately how many?

