



# Information Sharing Agreements - What to Include

May 2018

This information sharing agreement reflects the reasons, processes and procedures for sharing personal data for the following information sharing agreement.

<b>START DATE:</b>	
Title of Agreement	
<b>AUTHOR:</b>	

<b>Parties to the sharing of personal data:</b>	<b>DATA TRANSFERRED BETWEEN:</b>	<b>AND:</b>	<b>AND:</b>
<b>NAME:</b>			
<b>ADDRESS:</b>			

<b>Date of Next Review (these should be undertaken annually):</b>	
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<b>PURPOSE/REASON for SHARING</b> State reasons for sharing including whether it is a statutory requirement to share or if it is voluntary stating the perceived benefits to the customer for the sharing.	
<b>DATA TYPE/ DESCRIPTION</b> state exactly data to be shared. E.g. name, address etc.	
<b>DATABASE(S) USED</b>	

<p><b>CONSENT/LEGAL BASIS</b>  The legal basis for sharing personal data, State legislation that supports the sharing e.g. wellbeing power Local Government Act 2000, General Data Protection Regulation (GDPR) and any subsequent legislation e.g. Data Protection Act 2018 (DPA18)</p> <p>Has a Data Privacy Impact Assessment (DPIA) taken place for agreements that involve the sharing of special category data (sensitive personal information)?</p> <p>How individuals will be informed of the sharing of data where required?</p> <p>Has permission been sought from those whose information will be shared?</p> <p>What action will be taken if that permission to share is withdrawn?</p>	
<p><b>SOFTWARE FORMAT USED</b>  e.g. Word, Excel, CSV, etc.</p>	
<p><b>ENCRYPTED or UNENCRYPTED</b>  If unencrypted state why and how this will comply with GovConnect (if applicable)</p>	
<p><b>PHYSICAL TRANSFER METHOD</b>  e.g. Memory Stick, Tape, Network, NHSNet, Laptop PC</p> <p>State the process of exchange, taking account of threats and vulnerabilities in the proposed communication methods and ensuring adequate safeguards to protect the information during transit and storage are in place. (N.B the most secure method is preferred).</p>	
<p><b>QUALITY</b>  include a statement to commit to the accuracy and completeness of the data exchanged, including a process for informing all relevant parties of any inaccuracies identified.</p>	
<p><b>FREQUENCY OF DATA SHARING</b>  e.g. monthly, weekly. etc.</p>	
<p><b>RETENTION</b>  state the person who is responsible for owning the master file and ensuring the period of retention of data?  What are the processes for destruction?</p>	

<p><b>MONITORING</b> Who will monitor that the processes above are taking place and are effective? What checks will be made?</p>	
<p><b>AWARENESS TRAINING</b> State how awareness of this data sharing agreement will be raised amongst staff</p>	
<p><b>DATA SUBJECT ACCESS REQUESTS</b> State how the individual will access their information and include a statement which identifies the rights of the data subjects in accordance with GDPR.</p>	
<p><b>INFORMATION SHARING AGREEMENT AUTHORISATION GROUP (ISAAG)</b> Has the draft ISA been forwarded to the Information Security Manager for consideration at the next available ISAAG?</p>	

<p>I the undersigned certify that the personal data being received will not be disclosed to unauthorised persons. The Data and their Purposes of Use are Notified under the GDPR and my organisation/company is committed to compliance with the GDPR Principles.</p>	
<p><b>DATE</b></p>	
<p><b>SIGNATURE</b></p>	
<p><b>JOB TITLE</b> For and on behalf of: <b>ORGANISATION</b></p>	
<p><b>DATE</b></p>	
<p><b>SIGNATURE</b></p>	
<p><b>JOB TITLE</b> For and on behalf of: <b>ORGANISATION</b></p>	

## GLOSSARY OF TERMS

Within this document, the following definitions apply:

Personal Data or personal information	Data which relates to a living individual who can be identified from that data or that data together with other information which is in possession, or is likely to come into the possession of the Data Controller
Special Category Data	<p>Special category data is broadly similar to the concept of sensitive personal data under the 1998 Act.</p> <p>One change is that the GDPR includes genetic data and some biometric data in the definition. Another is that it does not include personal data relating to criminal offences and convictions, as there are separate and specific safeguards for this type of data</p> <p>Special category data includes:</p> <ul style="list-style-type: none"><li>• race;</li><li>• ethnic origin;</li><li>• politics;</li><li>• religion;</li><li>• trade union membership;</li><li>• genetics;</li><li>• biometrics (where used for ID purposes);</li><li>• health;</li><li>• sex life; or</li><li>• sexual orientation.</li></ul>
Data Controller	Any person (including company organisation or individual) who (either alone or jointly or in common with other persons) determines how and for what the purposes any personal data is to be processed.
Data Processor	Any person (other than an employee of the Data Controller) who processes the data on behalf of the Data Controller.
Processing	Means obtaining, recording, holding the information or data or carrying out any operation on the information including organisation, adaptation or altering retrieval, consultation, use disclosure alignment combining, blocking or erasure or destruction of information or data.
Data Subject	An individual who is the subject of the personal data