

WCC STANDARD INFORMATION SHARING AGREEMENT

Expand sections as necessary. Refer to guidance notes.

Title of specific agreement

1. Agreement summary

2. Agreement type

Delete as applicable to the types used in this agreement

Type A –Non Personal Data
Type B - Depersonalised Data
Type C - Personal Data

3. Agreement dates

Agreement Start Date:

Agreement Duration:

4. Parties to the Agreement and data ownership

Give names of legal entities and if provider or receiver or both, and DP Registration Numbers of Organisations if processing Type C personal data

State who is the Data Controller, or joint DC, or processing.

5. Data sharing purpose statement

6. Basis for sharing

Legal powers/consent

7. Conditions on use

8. Security measures

Measures for paper and electronic records that ensure confidentiality and security during transfer, processing and disposal

9. Retention and disposal

Applicable to the data being shared by each party

10. Data format

11. Access and individuals' rights

How individuals whose data will be shared will be given access to their records if requested and who to contact.

12. Other conditions

Each Party will keep adequate records to ensure ease of administration, covering all aspects and documentation of the information sharing process. This information will be accurate and up to date. The information held will be reviewed with other Parties by arrangement each year.

13. Changes to this Agreement

Describe how any changes to this agreement will be made (e.g. if organisations are taken out or added or replaced) and how they will be approved by all parties. When it will be reviewed.

14. Designated Officers

Each Party will agree "designated officers" who are authorised and responsible for sending and receiving data to be shared.

Each Party will ensure that all of its designated officers are fully conversant with the provisions of this Agreement and receive relevant training on data protection and privacy, confidentiality information security and human rights.

Each Party will notify the other of its designated officers and ensure any change is notified promptly to enable records to be kept up to date.

Appendix A - Signatories to the Agreement

The signing can be electronic if a record is kept via emails or formal published meeting minutes. This should be covered in section 4.

We agree to supply, share and use data in accordance with the conditions listed above in the Agreement and to absolve the other party/parties from any loss and liability in the event of us being in default of this Agreement.

SIGNATURE	
NAME	
POSITION	
ORGANISATION	
DATE	

SIGNATURE	
NAME	
POSITION	
ORGANISATION	
DATE	