

**Information Sharing Agreement****Summary Sheet**

<b>Title of Agreement</b>	
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<b>Purpose</b>	
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<b>Partners</b>	Barcud Cyf
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<b>Date agreement comes into force</b>	
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<b>Date of agreement review</b>	
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<b>Barcud Responsible Officer</b>	
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<b>Agreement drawn up by:</b>	
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## **1. Introduction**

### **1.1. Basis for sharing**

*Please use this section to give the background around why the information must be shared. Outline the basis for sharing*

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### **1.2 Purpose of the sharing**

*Statement explaining why the sharing initiative is necessary, objectives and benefits it will achieve.*

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### **1.3 Length of the agreement**

*This agreement will commence on XXX. This agreement will remain in place for XXX days and will end on XXXX.*

### **1.4 Key Contacts**

*Insert the names, roles and contact details (including telephone number and email address) of those who are involved in the sharing of the information. This could be the initiative/project leads, technical, clinical or administrative staff, however the contacts must be from each of the organisations involved who have sufficient awareness of the details of information that is being shared.*

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## **2. Information Sharing**

### **2.1 Type of information that may be shared**

*List in broad category terms the types of information that may need to be shared i.e.*

*Basic personal data = name, address, date of birth etc.*

*Sensitive personal data = ethnic origin, health, criminal offences etc.*

*Relationship data = next of kin, doctor etc.*

*All organisations should also take reasonable steps to meet service user's communication needs. If applicable these needs should be highlighted between partners, with consent, in data shared as part of integrated, local data sharing processes.*

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### **2.2 How the information will be shared**

*The agencies should detail how the physical transfer of the data will take place including the necessary security measures in place.*

*Information will be shared on a strict need to know basis only and the data will only be processed by staff in order for them to perform their duties in accordance with one or more of the defined purposes.*

Under no circumstances should personal data be processed in any way that is unsecure or left unattended. It is the responsibility of the sender to ensure that the method is secure and that they have the correct contact details for the receiver.

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### **2.3 Recipients and other organisations that the information may be shared with**

*All organisations that will be involved in the sharing should be detailed as well as other partners that the information may need to be shared with i.e. organisations not party to the agreement. If the provider agency of the personal information wishes to place any additional restriction on the use of the information, these should be indicated here.*

### **2.4 Data Quality**

*Outline any practical problems including ensuring that information shared is adequate, relevant, not excessive, accurate and up to date. Consider the usability and compatibility of the data.*

### **2.5 Retention and destruction**

*Detail any relevant retention periods and whether the information should be returned to the supplying partner or destroyed.*

### **2.6 Data subject rights**

*Explain what the process will be for dealing with a Subject Access Request query or complaint received by a partner.*

## **2.7 Data Security**

*Detail what security measures will be in place for the data, including both organisational and technical.*

All data is hosted locally on Barcud servers which are located within the UK. The servers are protected by advanced security systems to preserve and protect the integrity of the data at all times.

Nightly backups, stored across multiple locations, are taken to prevent potential data loss and to aid data recovery in the event of a disaster.

## **3. Review of Agreement**

This agreement will remain in force irrespective of whether the agreement has been officially reviewed until a notice of termination is served.

## **4. Signatures**

*Signed for and on behalf of <Organisation A - specify service/area and include the address>*

**Name:**

**Position:**

**Signature:**

**Date:**

*Signed for and on behalf of <Organisation B - specify service/area and include the address>*

**Name:**

**Position:**

**Signature:**

**Date:**