**Information Sharing Decision Form**

Take advice to ensure this form is correctly completed and appropriately assessed.

**Name of organisation receiving request to share data**

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**Name of organisation requesting data**

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**Name and position of person requesting data**

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**Date request received**

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**Description of data requested**

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What types of data, about which group / individual(s), what volume, etc... nature & scope

**Controller relationship:**

* **Joint**
* **Separate**

**Will we have an information sharing agreement in place**

* **Yes**
* **No**

**Purpose of sharing**

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This must be a clear and legitimate purpose for sharing information

**Lawful basis for sharing – please state which (may require more that one if special categories of data are being shared)**

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Take advice to ensure the correct legal grounds are applied

**Why is sharing ‘necessary’?**

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The necessity and proportionality of the processing must be justified

**Are additional conditions met for special category data or criminal offence data sharing (where necessary)?**

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Take advice to ensure adequate provisions are in place, e.g. ‘appropriate policies’

**Are additional provisions met in the case of part 3 DPA 2018 data sharing?**

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Take advice with regards to sharing data for law enforcement purposes

**Which legal power for sharing applies (if relevant, e.g. for public bodies)?**

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Take advice to identify and document the common law, function or power that is relevant

**Have you considered a DPIA?**

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ICO statutory Code of Conduct recommends a DPIA to assess risks when sharing personal data

**DPIA undertaken and outcome (if applicable)**

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Take advice from DPO how to complete DPIA (or DPAS within NR)

**Were views of DPO (or equivalent) considered (when DPIA not done)?**

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If in doubt, seek advice

**Are there any specific arrangements in place for retention / deletion of data?**

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Refer to retention policies and schedules, as well as relevant information sharing agreements

**What are the security considerations?**

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Refer to information security policies regarding the handling of personal data

**What arrangements are in place for handling individuals’ information rights?**

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Refer to relevant data subject rights request processes

**Date(s) of requested sharing (or intervals if is to be shared on a regular basis)**

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Also refer to relevant information sharing agreements

**Decision on request**

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Accepted, or not, including any caveats or conditions

**Reasons for sharing (or not sharing)**

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Rationale that can be later defended if challenged

**Decision taken by (name and position)**

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Is individual authorised to make this decision

**Signed:** **Dated:**

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