



VERWOOD TOWN COUNCIL

Data Sharing Protocol

Purpose of this protocol

This protocol has been developed to support Verwood Town Council when working with another organisations in a capacity where the sharing of data is required. A data sharing protocol is required to ensure that information can be shared in a way that complies with data protection legislation. Verwood Town Council and their partners are each responsible for ensuring their compliance with data protection legislation.

This data sharing protocol has been agreed between the Verwood Town Council and following Party:

(Insert name)

with the aim of clarifying and formalising data sharing arrangements, to provide a framework for the Parties to share information.

Each organisation party to this agreement is the data controller for the information it holds. If one organisation shares personal data with another organisation, each remains the data controller for the information in their possession.

Objectives

The objectives of this protocol are to:

- a) Ensure that the Parties are each clear about their data protection responsibilities
- b) Promote trust between the Parties
- c) Improve service delivery to individual service users by the Parties.

Collection of information

As the data controllers, the organisations party to this agreement and involved in the process are responsible for collecting information confidentially. It is up to them as data controllers to ensure procedures are in place to notify the data subjects that their information is being shared.

Use of information

All services must take responsibility for ensuring that information, which is shared under the terms of this Protocol, will only be used for the agreed specific purpose. The Parties will not note any personal data and will treat all discussions as confidential.

Information sharing without consent

Individual agencies will have consent procedures with regard to sharing client details that we expect them to adhere to. In some circumstances information will need to be

shared without the consent of the individual. This should be considered in exceptional circumstances only as per schedule three of the Data Protection Act.

Data quality

Information discovered to be inaccurate or inadequate for the purpose will be notified to the data controller. As all data controllers will be responsible for the accuracy of the data they keep, it will then be the responsibility of the respective data controller to rectify the accuracy of the data they keep.

Anonymised information

The information can be generally shared for purposes as defined in this protocol but only when it has been anonymised or aggregated.

The Council is aware of and will fully comply with its obligations under GDPR (the General Data Protection Regulation).

Agreement by parties

Signed..... **Dated**.....

On behalf of

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| Policy Title | Data Sharing Protocol |
| Lead Officer | Town Clerk |
| Responsible Committee | Full Town Council |
| Version | V1 |
| Date | 17 December 2019 |
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| Date Revised | |