

# PITSTONE PARISH COUNCIL

## Data sharing agreement

### 1. Guidance Notes Data Sharing Checklist

Should the Parish Council want to enter into an agreement to share personal data on a one-off or ongoing basis it must assess if this sharing is justified. For example, a resident may ask a question that a Unitary Councillor would be best placed to respond to, and therefore the council may seek permission to pass their contact details to that third party.

Key points that will be considered:

- What is the sharing meant to achieve?
- Have we assessed the potential benefits and risks to individuals and/or society of sharing or not sharing?
- Is the sharing proportionate to the issue we are addressing?
- Could the objective be achieved without sharing personal data?

### 2. Do we have the power to share

Key points that will be considered:

- The type of organization/people involved.
- Any relevant functions or powers of the Parish Council.
- The nature of the information you have been asked to share (for example was it given in confidence?).
- Any legal obligation to share information (for example a statutory requirement or a court order).

### 3. If we decide to share

It is good practice to have a data sharing agreement in place and we will contact you with a copy of our Consent Form and Privacy Notice.

As well as considering the key points above, our data sharing agreement should cover the following issues:

- What information needs to be shared?
- The organisations that will be involved.
- What you need to tell people about the data sharing and how you will communicate that information.
- Measures to ensure adequate security is in place to protect the data.
- What arrangements need to be in place to provide individuals with access to their personal data if they request it?
- Agreed common retention periods for the data.
- Processes to ensure secure deletion takes place.

The third party will be asked to complete a Consent Form and include the above information will be agreed and included within the relevant sections. All signed consent forms will be retained as proof of consent and the parish council will complete and maintain a data sharing log.

**4. Review**

This policy was adopted by Pitstone Parish Council on .....31/8/23.....

minute reference .....142/23..... and will be reviewed on at least an annual basis.

Signed on behalf of Pitstone Parish Council by:

*D Nicholls*

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Chairman