

**APPENDIX 7**

**DATA SHARING REQUEST FORM**

Buckingham Shadow Authority and/or Buckinghamshire County Council and/or one or more of the District Councils requires data to be disclosed and shared from one or more of the other Councils under the Tier 2 General Shadow Authority Data Sharing Agreement in order to prepare for the transfer of functions to Buckingham Council.

**Complete Part 1 for all sharing and Part 2 for sharing personal information which is not already in the public domain**

**PART 1**

Date of request:	
Date the data is required by:	
Data required:	
Why is it necessary to have this data disclosed and shared:	
If sharing does not take place what effect would this have:	
Are there any specific arrangements for deletion or retention of the data:	
Do members of the Workstream have sufficient authority to disclose the data:	<b>Yes/No</b>
Does the data include personal information?	<b>Yes/No (if Yes Part 2 must also be completed and the agreement of the Data Protection Officers obtained)</b>

**Part 2**

<b>(1) Is any Special Category personal data being requested?</b>		
Does the data include any of the following types of data – mark all that apply:	Information revealing: <ul style="list-style-type: none"> <li>• Racial or ethnic origin</li> <li>• Political opinions</li> <li>• Religious or philosophical beliefs</li> <li>• Trade union membership</li> <li>• Genetic data for ID purposes</li> <li>• Data concerning health</li> <li>• Sex life</li> <li>• Sexual orientation</li> </ul>	
<b>(2) Risk Assessment (please provide details for all ‘yes’ responses in the box provided)</b> <b>If you have already completed a Data Protection Impact Assessment ignore this section and section (3) and attach the Assessment.</b>		
Will the sharing of the data result in:	(a) The data being used for a different purpose than it was originally	<b>Yes/No</b>

	collected/held for?	
	(b) A decision being made about individual data subjects?	<b>Yes/No</b>
	(c) Data subjects not being able to exercise their rights in relation to their information?	<b>Yes/No</b>
	(d) Any of the data being used for profiling or automated decision making?	<b>Yes/No</b>
	(e) A risk to the security of the data (either from unauthorised access/hacking or loss)?	<b>Yes/No</b>
	(f) A risk to the integrity of the data (either from corruption or other inherent technological issues)?	<b>Yes/No</b>
(g) Is there a high volume of data to be shared?	eg by reference to the size of the population generally	<b>Yes/No</b>
(h) Does the data concern vulnerable data subjects?	This will include data subjects who are unable to exercise their rights, children or segments of residents requiring special protection such as elderly, patients etc.	<b>Yes/No</b>
(i) Will the data be used for an innovative use or new technological or organisation solution?	eg ID information combined with other information to improve access to buildings.	<b>Yes/No</b>
(j) Other – please detail any other risks of sharing the data		
For all 'yes' responses or a risk detailed in (j) please give full details and explanations:		
<b>(3) For each risk identified please detail suggested solutions or mitigation below</b>		
Risk:	Solution/mitigation:	
<b>(4) Data minimisation</b>		
Could the personal data be removed or anonymised and still provide the same outcome?	<b>Yes/No – please provide details</b>	
Could the personal data be categorised into groups or numbers (ie transferred into non-identifying statistical data) and still provide the same outcome?	<b>Yes/No – please provide details</b>	

The Workstream Lead confirms that:

- For data which does not include personal information:
  - (1) the information is in the public domain or is not exempt under Freedom of Information legislation OR
  - (2) officers have authority to disclose/share the requested information [delete as appropriate]
- the confidentiality obligations contained in the Tier 2 General Shadow Authority Data Sharing Agreement and data protection requirements will be complied with
- The Information Asset Register will be updated in relation to any [personal] information shared

Signed:

Name:

Date:

**Proposed decision making process**

Legal = Legal & Governance workstream

W/S = Workstream requesting data

DPO's = Data Protection Officers

