**Data Sharing – Quick Start Guide**

**THIS IS THE QUICK START GUIDE REFERRED TO IN THE UNIVERSITY’S STANDARD OPERATING PROCEDURE FOR DATA SHARING.**

**STAGE 1 – ASSESSMENT STAGE**

1. You **must** complete an Initial Data Risk Assesment (IDRA).

2. If the IDRA indicates that a full Data Protection Impact Assessment (DPIA) should be carried out then you **must** complete a DPIA.

**STAGE 2 - DOCUMENTATION STAGE**

1. In all instances, personal data shared with any third parties requires a contract.

2. Select the correct University Data Sharing Agreement template to put in place with the other party (Party 2) to manage the sharing of personal data.

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| TEMPLATE A | TEMPLATE B | TEMPLATE C |
| UoD = Controller  Party 2 = Processor  Only UoD giving data | UoD = Controller  Party 2 = Controller  Only UoD giving data | UoD = Controller  Party 2 = Processor  UoD and Party 2 giving & taking data |

3. If it has been agreed that Party 2’s template is to be used, complete the sections relevant to the University as much as possible.

4. Identify whether there is an existing relevant University privacy notice in place which covers your data sharing activity. If not, complete the template privacy notice as much as you can.

**STAGE 3 – REVIEW AND FEEDBACK**

1. At least 30 days before you need to be able to share, supply or receive personal data send your IDRA, DPIA, Agreement and privacy notice to Information Governance – [dataprotection@dundee.ac.uk](mailto:dataprotection@dundee.ac.uk) for review.

2. Information Governance will help you to complete and finalise the documents.

3. When Information Governance are satisfied that all relevant documents have been agreed and/or completed they will confirm by email that the agreement/terms may be signed.

4. Once signed by each party, the proposed provision, sharing and/or receipt of personal data may start.