

## Request to Share Personal Information

Please complete the following form and submit to the Data Protection Officer at the following email address: [dpo@eastdunbartn.gov.uk](mailto:dpo@eastdunbartn.gov.uk)

Please contact the Information Management Team should you wish to discuss the application.

Name of Officer/ Elected Member	
Date	
Information to be shared	

Is the sharing of personal information justified?		Yes	No
Questions to answer	Comments		
Is the proposed sharing of personal information a one off or routine?			
What is the purpose of sharing the personal information?			
What is the benefit to sharing the personal information?			
Would any individual be disadvantaged by the sharing of the personal information?			
Are conditions under Article 6 of GDPR and Article 9 if special category met?  If so, which conditions?			

Does the Council have the power to share the personal information?		Yes	No
Questions to answer	Comments		

What condition under Article 6 of GDPR justifies the sharing of the personal information?	
Is the personal information special category personal information?	
If so, what condition under Article 9 of GDPR justifies the sharing of personal information?	
The nature of the information you wish to share (for example, was it given in confidence?).	
Will the recipient of the personal information take decisions over its use or will they process personal information solely on the instruction of the Council.	
If the recipient will only process personal information at the Council's instruction will there be a contract between the parties to cover the sharing of personal information?	
If the recipient of the personal information will take decisions over its use, is a sharing arrangement in place?	

Is the sharing of personal data proportionate and fair?	Yes	No
Questions to answer	Comments	
What information needs to be shared?		

Which other organisations will be involved?	
Can you tell people about the data sharing? If so how will you communicate this?	
What measures are to be taken 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?	
Is there an agreed common retention periods for the data.	
What actions are required to ensure secure deletion when required.	

Details of Decision: To be completed by DPO	
Decision	
Decision taken by	
Date of Decision	
Reason for Decision	
Any specific arrangements for retention/ destruction of the personal information	

Date of Disclosure	
Signed	
Dated	

<b>Document Control Table</b>	
<b>Prepared by</b>	Stephen Armstrong – Freedom of Information/ Data Protection Officer
<b>Peer Reviewed By</b>	Karen Watt- Information and Records Manager
<b>Authorised by Senior Responsible Person</b>	Signature:- _____ Date:- _____  Print Name _____
<b>Source Location</b>	
<b>Published Location</b>	
<b>Other Documents Referenced</b>	
<b>Related Documents</b>	Information and Records Management Strategy and Information Management Strategic Implementation Programme(IMSIP) EDC Classification Scheme and Retention Schedules Appraisal and Disposition Policy and Procedures Vital Records Policy Confidential Waste Policy Data Protection Policy Data Protection Breach Reporting Policy and Guidance Freedom of Information Policy and Guidance Toolkit Information Security Policy IM – File Housekeeping – Employees Guidance Note (1) 03.08.12 IM – Top Ten Tips for Better Records Management – Employee Guidance Note (2) 03.08. Saving an Email Guidance Naming Electronic Records
<b>Acknowledgements</b>	

<b>Version Control Table</b>			
<b>Version number</b>	<b>Date issued</b>	<b>Author</b>	<b>Update information</b>
V1	August 2017	Freedom of Information/ Data Protection Officer	Data Sharing Policy v1 Draft
V1.3	May 2018	Freedom of Information/ Data Protection Officer	Data Sharing Policy v1.3