

Information sharing agreement (ISA) Example of completed form

This Information Sharing Agreement (ISA) defines the arrangements for processing data between [Oldham MBC](#) and [Oldham DAAT team](#) and sits underneath the overarching Information Sharing Protocol (ISP) / Partnership Agreement. The appendices provide further information and guidance should this be needed.

1. Parties to the agreement: Full name and address of the organisations or businesses

Oldham MBC Civic Centre West Street Oldham OL1 1UT	DAAT Brunswick House, 2nd Floor Union Street Oldham
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2. Why is the information being shared?

[To help Identify Troubled Families in Oldham and provide a better service to those families](#)

3. What information being shared?

[Which people from a pre determined list of individuals have had contact with the DAAT service](#)

4. What is your legal justification for sharing? Has consent been gained if required?

[It is in the legitimate interests of both the local authority and the individuals concerned to share this information – consent is not required as per ICO verbal guidance \(09/13/12\)](#)

5. How will the information be shared? (e.g. data transfer - include any security measures)

[Secure email using GSX email addresses](#)

6. How will the information be stored? (e.g. secure server - include any security measures)

[On secure servers which can only be accessed by the relevant staff. No copies of the file will be stored on laptops, blackberries, memory sticks, CDs or any other form of portable device or media](#)

7. Who will handle the information – name and job title?

[At Oldham MBC – name \(title\), name \(title\), name \(title\)](#)
[At Oldham DAAT – name \(title\), name \(title\), name \(title\)](#)

8. How long will the information be kept?

2 years

9. How will the information be destroyed?

It will be deleted from the server using appropriate deletion routines specified by IT to ensure that the information can not be recovered

10. What date will the information be shared? Initial date must be later than the date of the signatures below and should give an indication of subsequent dates for regular sharing.

15th April 2012, 15th July 2012, and quarterly thereafter

11. What are the names, roles and contact details of any members of staff who will make sure that the required information is shared at the appropriate time?

At Oldham MBC – name (title)
At Oldham DAAT – name (title)

12. When will this agreement be reviewed and by whom?

30th January 2013 by OMBC name (title) and DAAT name (DAAT title)

This agreement must be formally approved and signed by both parties before any information sharing takes place. Both parties will ensure that the ISA and any associated documents are known and understood by all staff involved in the process.

Originating organisation

Name of organisation: Oldham MBC

Name: Oldham MBC – name

Position: Oldham MBC – title

Signature: Date:

Partner organisation

Name of organisation: Oldham DAAT

Name: Oldham DAAT – name

Position: Oldham DAAT – title

Signature: Date: