

CHECKLIST DATA SHARING



This checklist helps you ensure that any routine data sharing between organisations is carried out lawfully, fairly, securely, and transparently in accordance with the DPJL 2018.

POLICY & PROCEDURE

REQUIREMENT/QUESTION	COMPLIANT (YES/NO/PARTIAL)	EVIDENCE/NOTES
Your organisation has up-to-date internal policies, procedures and guidance for when and how personal data may be shared with third parties.		
Policies clearly set out how staff should respond to requests to share personal data.		
Policies link to or integrate your DPIA process so that any high-risk data sharing is assessed.		

ACCOUNTABILITY

REQUIREMENT/QUESTION	COMPLIANT (YES/NO/PARTIAL)	EVIDENCE/NOTES
Responsibility for data-sharing decisions is assigned to an appropriate senior staff member		
That person has received suitable training and understands their responsibilities.		

STAFF TRAINING & AWARENESS

REQUIREMENT/QUESTION	COMPLIANT (YES/NO/PARTIAL)	EVIDENCE/NOTES
Staff who make decisions about personal data sharing (or handle routine sharing) receive regular training.		
Awareness materials (e.g. intranet updates, briefings) reinforce responsibilities around data sharing.		



DATA SHARING RECORDS & AGREEMENTS

REQUIREMENT/QUESTION	COMPLIANT (YES/NO/PARTIAL)	EVIDENCE/NOTES
A log or record of decisions made when sharing personal data is maintained (who, why, what, when).		
For routine or large-scale sharing, formal data-sharing agreements are in place and regularly reviewed.		
Data-sharing agreements cover: purpose(s) of sharing, recipients, data categories, data minimisation, accuracy, security, retention, individual rights, review/termination, and sanctions for non-compliance.		

PRIVACY INFORMATION

REQUIREMENT/QUESTION	COMPLIANT (YES/NO/PARTIAL)	EVIDENCE/NOTES
Privacy notices explain clearly how you use personal data, who you share it with, and why.		

SECURITY & SAFEGUARDS

REQUIREMENT/QUESTION	COMPLIANT (YES/NO/PARTIAL)	EVIDENCE/NOTES
Appropriate technical and organisational measures are in place for data in transit and at rest when shared externally (e.g. encryption, secure transfer		

MONITORING & REVIEW

REQUIREMENT/QUESTION	COMPLIANT (YES/NO/PARTIAL)	EVIDENCE/NOTES
Data-sharing processes and agreements are reviewed periodically to check effectiveness and continued necessity.		
Records of training, audits, and decisions are maintained as evidence of accountability.		