

Personal Information Sharing Agreement Template



1. Introduction

This PISA is made under

(Name of the over-arching Information Sharing Protocol that applies).

between:

(Names of organisations involved in partnership working under the agreement).

Note:

Organisations who are signing up to the PISA must also be signatories to one of the over-arching information sharing protocols as detailed above.

2. Purpose of the PISA

(Statement clearly defining the purpose(s) for the sharing of personal information.

The statement should explain why there is a need to share information between organisations that are party to the agreement.)

3. **Lawful basis for the sharing of personal information** (Details of the legislation that provides the statutory powers



(express or implied) for the Council and Partner Organisations to share personal information.)

Note:

Whilst more than one piece of legislation may support the general information sharing framework, the purpose of the PISA is to clearly define specific, local information sharing initiatives. In view of this, the statutory powers to share information under the PISA should ideally be confined to one 'key' piece of legislation.

4. **Type of personal information that will be routinely shared**

(Provide details of the broad categories of personal information to be routinely shared under the agreement.)

Note:

A combination of categories of personal information may apply under the PISA.

5. **How personal information will be shared**

(Statement defining the method(s) that will be used to affect the:

- safe and secure exchange of personal information between agencies, including where applicable the identification of officers within each organisation who are authorised to disclose and receive personal information under the PISA.
- availability of requested personal information.
- recording of requests for, and disclosures of, personal information)

6. **Restrictions on the use of shared personal information**

(If one of the agencies to the PISA needs, or wishes to place specific additional restrictions on the use of personal information, these should be indicated in this Section of the agreement)



7. **Breaches of confidentiality**

(Statement defining how breaches of confidentiality by any agencies party to the agreement will be monitored and dealt with.)

8. **Review of PISA**

(Who will review the PISA and how often.)

9. **Termination of PISA by an organisation**

(Statement defining the method by which agencies can terminate their involvement in the PISA and the length of notice required.)

10. **Signatories to the PISA**

Authorised signatories from each organisation should formally accept this agreement by completing the table overleaf:



