**Data Sharing Cheat Sheet**

**BASIC PROJECT DETAILS:**

* Actors involved
* What Data is being shared (be specific)
1. **INTENT**: Create Shared Understanding by Clarifying and Specifying Intent

*Put an ‘X’ beside the box that applies*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Purpose** |  | **Type** |  | **Direction** |  | **Frequency** |
|  | Deduplication |  |  | PII *(name, DOB, etc.)* |  |  | One way |  |  | One off |
|  | Referral |  |  |  |
|  | Assessment |  |  | Anonymised |  |  | Two way |  |  | Regular Set time *(e.g. every Friday at 3pm)* |
|  | Reporting |  |  |  |
|  | End of Project |  |  | Non-Sensitive |  |  | Multi-directional |  |  | Real time |
|  | Other *(please specify)* |  |  |  |

1. **CONTEXT**: Create Shared Understanding by Clarifying and Specifying Risks

*Fill out column 2 with as much details as possible, use links where appropriate.*

|  |  |
| --- | --- |
| **Legal Requirements** |  |
| Local | *Does the country you are operating in have data protection laws which outline the rights of the ‘data subject’ (beneficiary) when sharing data about them?* |
| Global/SO  | *Does the SO through which the funding is coming have data protection laws which outline the rights of the ‘data subject’ (beneficiary) when sharing data about them?* |
| Donor | *Does the donor funding your project have data protection policies which outline the rights of the ‘data subject’ (beneficiary) when sharing data about them?* |
|  |  |
| **Policies & Controls** |  |
| Security | *Discuss with your IT colleagues to understand what organisational policies you need to abide by when sharing data with other entities.*  |
| Protection |
| Privacy |
| Other | *Add in links to any other controls or policies required in your context* |
|  |  |
| **Risks** |  |
| Identify ‘Bad Actors’ | *Name the ‘actors’ in your context who you need to ensure the data being shared does not reach?* |
|  |  |
| **Data Context** | *Is there any ‘local’ knowledge that needs to ‘travel’ with the data to help in analysing correctly? i.e. is there an area where people with lower incomes live?*  |

1. **ENGAGEMENT:** Create an Access and Awareness Plan (Human Side of Digital)

*Fill in ‘Access’ table with as much detail as possible and answer ‘Awareness’ table with Y/N*

|  |  |  |
| --- | --- | --- |
| **Access** |  | **Awareness** |
| **Who** has Access to the data? | **Why** do they have access? |  | Y/N | Are people aware their data is being shared |
| *Role* | *Reason for access. Do they access to all or only part of the dataset?* |  | Y/N | Are people aware their rights regarding data? |
| *Role* | *Reason for access. Do they access to all or only part of the dataset?* |  | Y/N | Have you provided options/alternatives to sharing their data to the people who the data is about? |
| *Role* | *Reason for access. Do they access to all or only part of the dataset?* |  | Y/N | Do you have their explicit consent to share their data? |

1. **METHODS & MODELS:** Create an Implementation Plan (Technical Side of Digital)

*Put an ‘X’ beside the box that applies*

|  |  |  |
| --- | --- | --- |
| **Methods** |  | **Models** |
|  | Encrypted Email |  |  | Centralised | One Agency |
|  | Encrypted USB |  |  |  | Community Registry |
|  | API |  |  |  | Data Trust |
|  | DB |  |  | De-centralised | API protocol |
|  | Wallets |  |  |  | Zero Knowledge Proof |
|  |  |  |  |  | Wallet |
|  |  |  |  |  |  |

 *Here’s a link to a few explanations of different models -* [*https://bit.ly/3jwOa0n*](https://bit.ly/3jwOa0n)