**UQ Corporate Data Sharing Agreement   
for data and system integration**

Data Sharing Agreements are being trialled within ITS Data and Identity Services for all corporate data sharing at The University of Queensland (UQ), both internal and external. This includes data from systems and platforms used to support UQ’s administration, teaching and learning, and research administration.

The ITS Data Governance and Strategy Teamwill maintain a register of Data Sharing Agreements.

If you need any help completing this form, please contact the ITS Data Governance and Strategy Team by e-mail [datagovernance@uq.edu.au](mailto:datagovernance@uq.edu.au).

# Requester details

Data sharing requests must be submitted by a UQ staff member.

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| **Full name** | Click or tap here to enter text. |
| **Position title** | Click or tap here to enter text. |
| **UQ username** | Click or tap here to enter text. |
| **Email address** | Click or tap here to enter text. |
| **Date of request** | Click or tap to enter a date. |

# Project Details

If the data sharing is part of a project, please complete the following information.

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| **Project Name** | Click or tap here to enter text. | | |
| **Project Role** | **Name** | **Position** | **Email address** |
| **Project Sponsor** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Project/Business Owner** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Project Manager** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

1. Purpose
   1. What is the reason for the data sharing?

*The agreement will specify why the data requested is reasonably necessary, and whether the data will be used for analytics purposes.*

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| Click or tap here to enter text. |

* 1. What other data sets will be used with the data set requested?

*The agreement will specify any other data set(s) that will be used (or blended) as part of the initiative being undertaken.*

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| Click or tap here to enter text. |

* 1. Who will use or receive the data?

*The agreement will identify the entities involved who will receive or be able to access the data (internal and external to UQ), including: any collaborators (consider the need for confidentiality agreements) who will receive and/or work with the data (including for development and monitoring purposes), and any people who can view the data (i.e. will this data be published now or in the future?).*

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| Click or tap here to enter text. |

* 1. How will the data sharing occur?

*The agreement will specify how the data sharing will occur. (E.g. APIs)*

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| Click or tap here to enter text. |

* 1. When will the data sharing occur?

*The agreement will specify its duration, any review requirements, the process for amendments and what happens to data after the agreement ends (such as de-identification or destruction).*

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| Data required on | Click or tap to enter a date. |
| Data required until *(Maximum of 3 years)* | Click or tap to enter a date. |
| *Please specify any timelines when the data is required for exploratory, development and production phases.*  Click or tap here to enter text. | |

* 1. What safeguards are or will be implemented to protect the data?

*The agreement will describe the agreed safeguards to protect data including its treatment and how the outputs will be handled. Where necessary, the agreement will address requirements of any legislative requirement(s), including obligations under the Privacy Act 1988. The agreement will address:*

* *Controls around the safe transportation of data to its final storage place (e.g. by encryption in flight and at rest)*
* *Access controls (authentication and authorisation)*
* *Firewall rules are in place*
* *How is the audience being restricted*

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| Click or tap here to enter text. |

1. 2. Datasets

*The agreement will specify the datasets requested. The ITS Data Strategy and Governance or Integration Services Team can assist with the completion of this section.*

|  | **Datasets requested** | **Personal Identifiable Information (PII)?** | **Information Steward** | **Information Security Classification** |
| --- | --- | --- | --- | --- |
| **Guidance** | *The agreement will include a detailed description which describes the data shared under the agreement.* | *The agreement will specify if PII datasets are requested under this agreement.* | *The agreement will identify the entities involved in sharing data, including Information Custodian/Steward(s) and the Information Service Provider (if applicable).* | *The agreement will specify the information security classification of the datasets requested.* |
| *Your responses below* | | | | |
| **Dataset 1** |  |  |  | Click or tap to enter a date. |
| **Dataset 2** |  |  |  | Click or tap to enter a date. |
| **Dataset 3** |  |  |  | Click or tap to enter a date. |
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1. Privacy and ethics

*In this section, you will need to outline how your proposed use of the data aligns with each of the Ethical Principles from UQ’s* [*Enterprise Data Ethics Framework*](https://data.uq.edu.au/enterprise-data-ethics-framework)*. Please note that not all Ethical Principles will be relevant for all use cases. However, you should provide an explanation of why you feel an Ethical Principle is not applicable in your situation.*

*If you require further information to support you in completing this section, you may wish to refer to the* [*Enterprise Data Ethics Handbook*](https://data.uq.edu.au/files/5131/Enterprise-Data-Ethics-Handbook.pdf) *or the* [*Data Ethics Assessment Tool*](https://survey.app.uq.edu.au/data-ethics-assessment-tool)*.*

| **Ethical Principle** | **How are you addressing this Ethical Principle?** |
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| **Principle 1: Purpose of data use must be defined, and balance benefits and harms for data subjects and stakeholders.**  *When using data, the purpose and any proposed interventions or actions should be clearly defined upfront. Expected benefits and harms for data subjects and stakeholders should be identified. Benefits should be balanced to address the power imbalance between the organisation and data subjects.* |  |
| **Principle 2: Transparency is key, and engagement with stakeholders fosters trust.**  *The intent for the use of data should be clearly communicated with data subjects and stakeholders, along with information about how the data will be used, linked with other datasets, and any interventions that may be implemented based on insights obtained from analysis. Information presented to data subjects should be in an easily accessible format, using language that can be clearly understood by the average person. Data subjects should be able to review and update data about them, and provide feedback on data uses that directly affect them. A culture of trust should be fostered between the organisation and data subjects, with clear communication a foundation for this relationship.* |  |
| **Principle 3: Informed consent must be obtained for collection and use of data**  *For consent to be informed, data subjects must be aware of what data is collected, how it will be used, and any interventions that will result. Information should be detailed enough for data subjects to understand the breadth and variety of data that will be collected and potential uses, without being so prescriptive that future uses will be out of scope. Consent should be actively managed. Renewal of consent will be required when the scope of work materially differs from what was disclosed at the time consent was originally obtained. Data subjects should be given the opportunity to opt out of having their data collected or used. However, opting out may carry consequences which data subjects and those using the data should be informed of.* |  |
| **Principle 4: Strategies should be implemented to minimise harm and reduce bias.**  *An assessment should be conducted to consider potential harms that may arise from the collection, use and storage of data, or interventions resulting from analytics insights. The potential for bias should be minimised where possible, through thorough consideration of data quality, data selection, assumptions, analytical processes, and evaluation of subconscious bias. Data science activities such as machine learning and artificial intelligence require further scrutiny due to their potential to amplify underlying bias.* |  |
| **Principle 5: Data subjects’ right to privacy must be respected**  Privacy is a fundamental right and should be respected. The collection, storage and use of data should implement a “privacy by design” approach to ensure that only data that is truly required is collected, stored appropriately, used in a manner that respects the individuals’ rights to privacy, with access rights appropriately managed. To respect the right of data subjects to be forgotten, metadata should allow for the identification of all data pertaining to a given individual, including new datasets created as part of an analytical process, or captured in a downstream system. |  |
| **Principle 6: Legislation should be considered a minimum requirement for appropriate data use.**  *Data collection, storage, use, archival, and destruction must be done in accordance with relevant legislation, policies and procedures. However, this should be considered a minimum requirement. Those using data should have the appropriate knowledge and skills for the work they are conducting, statistical models should be sound, and data should be of sufficient quality for the application. Those responsible for and working with data should have sufficient data literacy and training for the role they are undertaking.* |  |
| **Principle 7: UQ and individuals are accountable for the ethical use of data**  *Everyone has a role to play in ensuring data is used ethically. While UQ is ultimately accountable for the ethical use of data, Information Stewards are responsible for managing data-related conflicts, risks and issues and approving appropriate uses. Individuals should also be held accountable for the responsible and ethical use of data in their day-to-day work activities. Information Stewards, Information Consumers, and Information Creators must be supported in their decision-making process when considering the ethical implications data-driven activities. Individual use cases may be referred to the Ethics Advisory Group for consideration in situations where further guidance is desired.* |  |

# Understanding

Please tick the boxes below to confirm that you have read and agree to the terms presented in this UQ Corporate Data Sharing Agreement.

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|  | I agree that all users of the requested data will be notified of their obligations with respect to usage restrictions and controls required to protect the data appropriately. |
|  | I understand not to disclose or publish the data (in any medium) in a manner not addressed in this agreement without providing prior notification to the ITS Data Strategy and Governance Team, and receiving approval from relevant data custodians/stewards. |
|  | I understand that additional approval is required to use the requested data for purposes not identified in this agreement. |
|  | I understand that additional approval is required for use of the requested data by parties not identified in this agreement. |
|  | I understand that additional approval is required to use the requested data if it will be used in conjunction with other data sets not identified in this agreement. |
|  | I understand that UQ ITS centrally managed data and integration platforms will need to access, capture, and store relevant source system data in order to satisfy the scope of this agreement |  |

**ITS use only**

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| **Request received on** | Click or tap to enter a date. |
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