**UQ Corporate Data Sharing Agreement**

Data Sharing Agreements are required for all centrally managed corporate data sharing at The University of Queensland (UQ), for both internal and external purposes. This includes data from systems and platforms used to support UQ’s administration, teaching and learning, and research.

The proposed data use outlined in the Data Sharing Agreement must be approved by the relevant Information Steward(s) prior to the activity commencing. The Data Strategy and Governance team facilitates this approval process, and maintains a register of Data Sharing Agreements.

Any amendments (e.g. changes in scope or duration of work, or the data required) will require an update to this Data Sharing Agreement submitted to the Data Strategy & Governance team (datagovernance@uq.edu.au) for Information Steward approval.

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

# Requester details

|  |  |
| --- | --- |
| **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. |

### For ITS use only

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| **Unique ID** | Click or tap here to enter text. | **Version** | Click or tap here to enter text. |
| **Request received on** | Click or tap to enter a date. |

1. Purpose
	1. What category is your data use?

*Please select the relevant categories below, and fill in the corresponding subsequent sections.*

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| --- | --- |
| [ ]  Data request for research purposes | *Fill in Section 1, 2 4 and 5* |
| [ ]  Data request for teaching and learning purposes | *Fill in Section 1, 2 and 5* |
| [ ]  Data request for administrative purposes | *Fill in Section 1, 2 and 5* |
| [ ]  Data request to create ‘new’ data sets and/or insights | *Also fill in Section 3* |

* 1. What will this data be used for?

*Please provide a detailed description of what the data is proposed to be used for, including use cases.*

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| Click or tap here to enter text. |

* 1. Will this data be compared to or combined with any other data?

*Please specify any other data set(s) (including those that you already have access to) that will be used as part of the work being undertaken.*

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| Click or tap here to enter text. |

* 1. Will data requested *potentially* include Indigenous people, places, or otherwise be of significance to Indigenous people?

*Will you be using any data, in any format or medium, either from internal or external sources, which includes and may affect Indigenous peoples both collectively and individually?* ***Please indicate “Yes” if Indigenous people are likely to be included in a cohort, even if not specifically identified.***

*This may include data about: Indigenous people, languages, knowledge, practices, technologies, natural resources, or territories.*

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| [ ]  Yes, I will be using Indigenous data |
| [ ]  No, I will not be using Indigenous data |

* 1. Will Indigenous people, places, or their data be *specifically* targeted or identified?

*Please indicate ‘Yes’, even if the data will be de-identified or anonymised.*

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| [ ]  Yes, Indigenous people, places, or their data will be specifically targeted or identified |
| [ ]  No, Indigenous people, places, or their data will not be specifically targeted or identified |

* 1. Who will use or receive the data?

*The agreement will identify all entities and/or individuals involved who will receive or be able to access the data, including: any collaborators who will receive and/or work with the data, 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 long is this data required?

*The agreement will specify the duration of the proposed data use.*

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| Data required until*(Maximum of 3 years)* | Click or tap to enter a date. |
| *Please provide an explanation of why data is required for this timeframe:* 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 management and how the outputs will be handled. Where necessary, the agreement will address requirements of any legislative requirement(s), including obligations under the Information Privacy Act 2009 (QLD). 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. Datasets

*Information about the range of UQ data available is catalogued in the* ***Information Entity Register*** *and* ***Conceptual Data Models*** *found on the* [*Data Architecture Artefacts webpage*](https://data.uq.edu.au/data-architecture-artefacts) *(UQ login required). Currently, a finalised list of Information Stewards is not available. The Data Strategy and Governance team (**datagovernance@uq.edu.au**) can assist in identifying the correct Information Steward(s), or with any other queries regarding 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** |  |  |  |  |
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1. New data sets
	1. New data sets

*Please provide details of new data sets that will be created as part of this activity.*

*Currently, a finalised list of Information Stewards is not available. The Data Strategy and Governance team (**datagovernance@uq.edu.au**) can assist in identifying the correct Information Steward(s), or with any other queries regarding this section.*

|  | **New dataset created** | **Personal Identifiable Information (PII)?** | **Information Steward** | **Information Security Classification**  | **Storage & Security** |
| --- | --- | --- | --- | --- | --- |
| **Guidance** | *The agreement will include a name and detailed description of new datasets created.*  | *The agreement will specify if PII datasets are created.* | *The agreement will identify the Information Steward assigned to the new datasets.* | *The agreement will specify the information security classification of the new datasets created.* | *The agreement will specify where the data will be stored and how it will be secured.* |
| *Your responses below* |  |
| **Dataset 1** |  |  |  | Click or tap to enter a date. |  |
| **Dataset 2** |  |  |  | Click or tap to enter a date. |  |
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1. Research

This section is only required if you are requesting data for research purposes.

* 1. What is your research project number/title?

*The agreement will specify the MyResearch and/or RMS project number and title, or HDR thesis title, for the research being undertaken.*

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| Click or tap here to enter text. |

* 1. What is the research ethics approval reference number?

*The agreement will specify the ethics approval reference number. If you have obtained ethics approval, please also submit a copy of your* ***Decision Notification Letter****.*

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| Click or tap here to enter text. |

* 1. If you do not have an ethics approval reference number, specify the considerations given.

*The agreement will specify the ethics review process that was followed including outcomes.*

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| Click or tap here to enter text. |

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?** |
| --- | --- |
| **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 share or publish the data 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 Information Domain 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 acknowledge that a breach of this undertaking may result in the rejection of future requests for data submitted by me or by the organisation I represent. It may also result in a breach of regulatory obligations of the University. |