1. PURPOSE

*Why are we sharing this data/entering into this agreement?*

* 1. Background
  2. Any other information such as the benefits of this agreement or information about grant participation (if applicable). Is this part of a software purchase/ implementation? Is this part of a research project? (If so, make sure IRB forms are attached in *Appendix B - Description of Research Study or Purpose of Grant*.)

1. PERIOD OF AGREEMENT:

*How long will this agreement be in place?*

*Are there any stipulations for extending it?*

*Are there any stipulations for dissolving it?*

1. DESCRIPTION OF DATA: *(all shared data must be described here)*

*This section should include a specific list of the data fields to be shared no matter the system/database in which they reside. If the list of data or data requirements is extremely long, it can be added in* ***Appendix A- Data Specifications*** *with only a summary of the data listed here.*

*Will the data include personally identifiable information (PII)?*

*Will the data be anonymized/deidentified before sharing?*

# DATA PARAMETERS:

* 1. Source of Data

*Will data be provided from a specific source?* ***(system, database, team)***

* 1. Usage of Data

*What is the intended use of the data?*

*Are there any uses that are inappropriate?* ***(such as selling/providing data for marketing purposes or publishing data)***

* 1. Storage of Data

*Describe how and where data will be stored.*

*Describe the storage location and security protocols in place for data at rest*

* 1. Transmission of Data

*Describe the method of transmission of the data.*

*How will the data be protected/secured in transit?*

* 1. Frequency of Data Transmission

*What is the expected frequency of the data file transmissions?*

* 1. Data File Formats

*What are the file specifications for the data to be transmitted?*

* 1. Retention of Data

*How long will the data be retained?*

*Are there any specific retention requirements/ regulations that pertain to this data sharing agreement?*

*Data destruction/deletion terms?*

*Does Wake Tech maintain ownership of the data?*

1. Access to Data *Who has access to this data once shared? How is access approved and managed?*

# Additional Terms

* 1. Contact person(s) for this agreement?
  2. Standard Legal Language? *(\*Attorney to review and provide)*
  3. Other? Protocols/process for notification/handling data breaches.

# List of Wake Tech Signees: (first, last name, title, email address)

# 1.

# 2.

# 3.

# 4.

# List of other Entity Signees: (first, last name, title, email address)

# 1.

# 2.

# 3.

# 4.

# Authorized Signatures: ***(leave blank until agreement has been approved by IRB***)

Wake Technical Community College Authorized Signatures:

Other Entity Signatures:

1. Appendix A- Data Specifications (*Additional data specs may be listed/ attached here)*

# Appendix B - Description of Research Design or Purpose of Grant

(\*Grant or IRB documents may be attached here)