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*.)
2. 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?*
3. Description of Data *All data that will be shared must be described here. Will the data include personally identifiable information (PII)? Will the data be anonymized/deidentified before sharing? 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.*

# Data Parameters

* 1. Source of Data *Will data be provided from a specific source (system, database, team)?*
  2. 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)?*
  3. Storage of Data *Describe how and where data will be stored. Describe the storage location and security protocols in place for data at rest.*
  4. Transmission of Data *Describe the method of transmission of the data. How will the data be protected/secured in transit?*
  5. Frequency of Data Transmission *What is the expected frequency of the data file transmissions?*
  6. Data File Formats *What are the file specifications for the data to be transmitted?*
  7. 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 for handling a data breach. (Provide process for notification.)

# Signatures

Wake Technical Community College Authorized Signatures

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (Name) |  | (Title) |  | (Date) |
| (Name)  *\*OTHER ENTITY* | (Title)  Authorized Signatures | |  | (Date) |
| (Name) |  | (Title) |  | (Date) |

(Name) (Title) (Date)

1. Appendix A- Data Specifications *Additional data specifications may be listed or attached here.*

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

\*Grant or IRB documents may be attached here.