Data Sharing and Subject Access Pathway

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phundex

Data Sharing & Subject Access Checklist

We created this checklist to ensure you have all of the right policies and procedures in place for data sharing and when someone asks you for access to their information (subject access). Intended as a checklist, it is a starting point to ensure you cover all of the relevant points but can customise it with your own documents.

STAGE	TASKS	TASK FORMS	TASK DOCUMENTS
Data Sharing	➢ Data Sharing Policy ➢ Data Sharing Accountability ➢ Data Sharing Staff Training ➢ Data Sharing Records ➢ Data Sharing Agreements ➢ Data Sharing Agreement Standard Template- how to complete ➢ Data Sharing Agreement Standard Template- example template	➢ Data Sharing Records ➢ Data Sharing Agreements Form ➢ Data Sharing Agreement Template- How to Complete	➢ OneDPA Template
Security Measures	➢ Assess Appropriate Security Measures are in place ➢ Document Process for personal data requests ➢ Accountability and Training for personal data requests ➢ Compliance Monitoring	➢ Process for Personal Data Requests	