

Reference Number: _____

Agreement issued on: _____

Agreement endorsed on: _____

Data sharing agreement

Safeguarding individuals' personal data, particularly in challenging situations such as armed conflicts and other humanitarian emergencies, is an essential part of protecting people's lives, dignity and physical, and mental well-being. That makes personal data protection a matter of fundamental importance for the Shelter Cluster in all its activities, whether operational or administrative.

General information and considerations

In the purpose to serve potential beneficiaries with humanitarian assistance, your organization _____ located in _____, telephone _____, email _____, will receive information containing personal confidential data and will endorse full responsibility to protect their confidentiality.

This information should not be in any case copied, published, publicly shared or disclosed, partially or totally to any other third parties without the written agreement of the Shelter Cluster or the consent of each of the individuals concerned in the document(s).

The partner endorses the full responsibility to keep the security and the data integrity at the maximum level during all phases related to humanitarian assistance including during archiving.

If the part or all personal data is leading to the distribution of humanitarian assistance, beneficiaries should be fully aware and agree that their data maybe archived and disclosed during future audit purposes.

The partner endorses the responsibility to fully keep informed the shelter cluster on any results and usage of the personal data on the individual level, including sharing back to the cluster distribution list and reasons why a potential beneficiary was not served.

If for any reason, circumstances lead to a breach in the accountability toward personal data (robbery, confiscation, lost or similar) the partner shall immediately inform the shelter cluster on the nature of the incident and which personal data have been compromised.

Storage and data processing

The partner declared its intention to store and to work the personal data using the following tools:

Hardcopy with storage in restricted and secured premises.

Softcopy password protected storage.

Kobo or other online data collection tool.

The personal data should **NEVER** be stored on a cloud storage solution openly accessible to the public (example: google spreadsheet or similar). Sharing excel data between authorized staff members shall be always done using a password protected file. Password protection shall be accessible only to authorized staff. In the case of multiple users for an email box, the email containing personal data shall be systematically deleted once the password protected excel files have safely been downloaded on a personal device.

