

28 August 2024

IC-323527-Z3N7

Request

You asked us:

I am writing to you under the Freedom of Information Act 2000 and am requesting the following information:

1. Whether you have a dedicated Data Sharing Advisory and Guidance central team or department that gives advice to your organisation about the organisation's Data Sharing responsibilities, relating to both personal and corporate data sharing agreements (DSAs) and Memorandum of Understanding (MOU's) for the sharing of bulk and individual data?

1.1. If so what is the name of the team or department?

1.2. Please clarify whether it is a team or department?

2. If the answer to question 1 is yes, how many staff members are part of the Data Sharing team or department, including senior staff members, such as Director level and heads of departments?

3. If the answer to question 1 is yes, how much does it cost to run the team or department (please breakdown the costs into categories, such as an aggregate amount for salaries, IT costs etc)?

4. What type of data sharing mechanism does your organisation use to share data with external organisations when sending data under a DSA or MOU? Such as via encrypted email, dedicated data sharing platform (please name this if applicable).

5. If the answer to question 1 is yes, how long has the team being in situ?

6. If the answer to question 1 is NO, do you have plans to put in place a designated data sharing advice team for your organisation in the future?

7. If the answer to question 6 is yes, please explain what has prompted the decision?

8. If the answer to question 6 is yes, within what time frame do you anticipate setting up the data sharing team or department? A. Within 3 - 6 months, 6 - 9 months or 9 months +?

9. Does your organisation routinely conduct audits of the DSAs and MOUs within the organisation to ensure they are compliant with the organisation's regulatory and legal duties?

10. If the answer to question 9 is yes, a. How often are the audits conducted? And b. Are the audits conducted i. Internally, ii. externally or iii. both internally and externally?

10. 1 . if the answer is no to question 9, why not?

We received your request on 1 August.

We have handled your request under the Freedom of Information Act 2000 (the FOIA).

Our response

We hold some information within the scope of your request. We have used your numbering to provide answers below:

1. We do not have a dedicated team responsible for advising the ICO about its data sharing responsibilities. Overseeing MOUs is part of the responsibilities of our Risk and Governance team.
2. NA
3. NA
4. We use encrypted email for sharing data/ responding to requests for information.
5. NA
6. No
7. NA
8. NA
9. Yes
10. Audits are conducted internally. Please find attached our Memorandum of Understanding policy which explains our approach to managing and auditing our MOUs.

Some white redactions have been made to some internal only ICO email addresses in the policy disclosed, these are out of scope of your request as you have asked specifically about the type and frequency of audits carried out in relation to MOUs.

This concludes our response.

Next steps

You can ask us to review our response. Please let us know in writing if you want us to carry out a review. Please do so within 40 working days.

You can read a copy of our full [review procedure](#) on our website.

If we perform a review but you are still dissatisfied, you can complain to the ICO as regulator of the FOIA. This complaint will be handled just like a complaint made to the ICO about any other public authority.

You can [raise a complaint](#) through our website.

Your information

Our [privacy notice](#) explains what we do with the personal data you provide to us, and sets out [your rights](#). Our [Retention and Disposal Policy](#) details how long we keep information.

Yours sincerely



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