# UKGDPR Data Sharing

Irrelevant data should not be shared – only share what is required.

Do not share data internally between departments or with third parties without considering why the data is required and whether the data being shared is relevant.

It may be time-consuming if irrelevant data is separated from relevant data, but that is better than inadvertently sharing special category data leading to a data breach.

Do not disclose data outside the College to third parties without the data subject’s consent unless:

* Sharing is within the frame of the condition for processing – e.g. sharing student data with the University in fulfilment of the student contract;
* It is required by law to make a disclosure;
* Failure to disclose is likely to prejudice the prevention or detection of crime;
* Disclosure is necessary to take legal advice or to comply with legal obligations;
* The data needs to be disclosed for a legitimate business interest, where no harm will result to the data subject.

Only share data with third parties if you have checked with your Head of Department and have been instructed to do so.

If you routinely share data with third parties, this should be noted in the relevant privacy notice (inform the Compliance Officer).

The following flowchart will aid your decision on whether information should be shared.

### **Data Sharing Requests**

**YOU ARE ASKED TO SHARE INFORMATION**

**IS THERE A CLEAR AND LEGITIMATE REASON FOR SHARING THE DATA?**

DO NOT SHARE

NO

SEEK ADVICE

NOT SURE

YES

YOU CAN SHARE

YES

**DO YOU HAVE CONSENT TO SHARE?**

NO

**HAVE YOU IDENTIFIED A LAWFUL REASON TO SHARE THE INFORMATION WITHOUT CONSENT?**

YES

**DOES THE INFORMATION ENABLE AN INDIVIDUAL TO BE IDENTIFIED?**

NO

NOT SURE

YES

NO

YOU CAN SHARE

YOU CAN SHARE

SEEK ADVICE

DO NOT SHARE

**RECORD THE DECISION AND YOUR REASONS IN LINE WITH COLLEGE PROTOCOL**

**IDENTIFY HOW MUCH INFORMATION TO SHARE – ONLY SHARE WHAT IS NECESSARY TO ACHIEVE THE AIM**

**ENSURE THAT YOU ARE GIVING THE RIGHT INFORMATION TO THE RIGHT INDIVIDUAL**

**ENSURE YOU ARE SHARING THE INFORMATION SECURELY**

**INFORM THE INDIVIDUAL THAT THE INFORMATION HAS BEEN SHARED IF THEY WERE NOT AWARE OF THIS**