

RESTRICTED when Complete
DATA TRANSFER AGREEMENT
**Agreement between the Royal Borough of Windsor
and Maidenhead (RBWM) and [insert Third Party]**



1. PURPOSE

This agreement defines the security arrangements with [insert Third Party] for the transfer of data and information. The purpose of the agreement is to ensure that any data updates to the Council's computer network are secure, and that sensitive or personal information shared is kept secure, disposed of, or returned, in a timely and agreed fashion.

2. AGREEMENT MANAGED BY

Name RBWM Role
Contact Details

3. SCOPE OF AGREEMENT

This Agreement applies to the following work:

..... [description of work to be carried out]
.....
.....

The data/information will be released for the following purpose (e.g. fault investigation)

..... [purpose]
.....
.....

4. RELATED CONTRACT

[insert Third Party]'s responsibilities in relation to security are also set out in the contract between itself and RBWM.

..... [contract reference if applicable]

5. POLICY

[insert Third Party] agrees to abide by their security obligations in any existing contract, and in this document, as well as their legal Data Protection Act responsibilities.

6. THIRD PARTY COMPLIANCE

In addition to specific wording in any related contract(s) specified above, [insert Third Party] recognises that under this Agreement its employees, sub-contractors, and agents are covered by this agreement.

[insert Third Party] will ensure that those concerned understand and abide by Data Protection legislation, especially with regard to person-identifiable data, and follow the security procedures for the handling of such data defined in this Agreement.

7. DEFINITION OF DATA

As part of the work defined in section 3 and also in any related contract, RBWM agrees to allow [insert Third Party] to have a copy of the following data/information, which may potentially contain sensitive or confidential data:

[named data or information]	[describe data sensitivity or confidentiality]
.....
.....
.....
.....

Document Title: Data Transfer Agreement
Policy Owner: Peter Strode

Date Approved: 18 July 2011
Last Updated: 19 October 2017
Next Review Date: September 2018

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8. PROTECTION PROVIDED

[insert Third Party] will protect the data/information defined in section 7 by the following specific security measures:

..... [detailed explanation of
..... security protection measures]

(Examples: Access to data will be password protected, and the password issued to named staff only.
Access to paper information will be physically secured in a locked cabinet with [individual's name] as keyholder.)

The data/information and any related outputs will be destroyed by [insert Third Party] before or by:

..... [latest destruction date]

[insert Third Party] will provide evidence to show that the data has been deleted.

9. HANDOVER AND RETURN

The following hand over and return procedure is agreed:

The data will be stored on [specify the storage medium] and transferred to [insert Third Party] in the following fashion [specify the method of transfer and individual involved].

It will be checked on receipt by [individual's name] and receipt acknowledged.

[insert Third Party] agree that the data will not be sent through the post nor by general courier, nor left unattended.

(*) The data will be returned in the following fashion [explain how, to whom, and at which location]

10. AGREEMENT

[insert Third Party] agree to take full responsibility for the data/information whilst it is in their possession, or in transit to RBWM offices.

The information specified in this Agreement will be used by [insert Third Party] only for the purposes agreed. Any additional purposes must be added to a new version of the Agreement, signed and dated.

[insert Third Party] agree to immediately inform RBWM if their own security arrangements are breached in any way.

11. SIGNATURES

Signed for [insert Third Party]:

Name Signature..... Date.....

Signed for Royal Borough of Windsor and Maidenhead:

Name Signature..... Date.....

12. Secure Storage of this Agreement

A signed copy of this Agreement must be sent to the IT Service at ICTSecurity@rbwm.gov.uk

*please delete if not applicable

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