Data Sharing Form

Data Requestor: *Choose your agency; or if not in the list:*
Data Provider: *Choose your agency; or if not in the list:*

Reference Number: *Choose your agency - Choose your agency - Feb-23-1 (running number)*

DETAILS OF DATA REQUEST

1.   PURPOSE

1a. Indicate the general category of use for the request: Service Delivery (administering scheme benefits, delivering digital services or other operational needs
1ai. If "**others**" is chosen, please provide more details in the box below:

Based on the chosen category, please describe the **specific project/task** being undertaken in the following areas:

1b. What is the project or task being undertaken?

1c. Is de-identified[1] data sufficient for completing this project or task? (As a guide, de-identified data should be used for policy analysis, and identifiable data for delivery of services that require high degree of fidelity) If not, please state the reason.

1d. Will the results or data be published in any non-government forum/platform?
<If yes, please state the forum/platform.>

1e. Will the results or data be provided to any other agency or non-government entity?
<If yes, please state the recipient.>

Data Item	**What will the data be used for?** *Please describe all intended usages of the data requested. Please insert additional row(s) below if the usage(s) are different for different data item(s).*

2.   JUSTIFICATION

2a. Please select a justification for the data request: Choose an item.
Based on the selected justification, fill in **the relevant sections** for the requested data:

2b. If "**Statutory Act**" is selected, please state the Act and the corresponding provision
<Name of Statutory Act>/<Section no. reference>

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[1] De-identification refers to the removal of direct identifiers such as name, address and NRIC and replacing these with pseudonyms such as hashed values. Anonymisation involves de-identification and further performs assessment of the risk of re-identification and anonymisation to ensure that individual records are not likely to be directly or indirectly re-identified in the data De-identification refers to hashing, while anonymisation refers to a combination of one or more elaborate masking techniques, such as perturbation, aggregation or banding.

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2c. If "**PSGA Data Sharing Direction**" is selected, please select the most relevant purpose the fits the specific project/task listed in question 1 above.
Purposes for which the data sharing direction is issued under the PSGA

2d. If "**Consent**" is required under Data Access and Distribution clause 1.2d), please provide documentation of the consent obtained from the relevant data subjects[2].

2e. If "**Consent Exclusions**" is selected, please list the relevant exclusion from Annex A or Part I of Annex B. *Data requestor is to ensure that the use and disclosure of personal data complies with all applicable legal obligations and Data Protection (Additional Requirements for the Protection of Personal Data) clause 2.1/S1.*

2f. If "**Public Interest**" is selected, please provide justification for which the purpose of the data request is in public interest.

3. DATA REQUIREMENTS

3a. Specify the data items required in the table below.

Data Item(s)	**File Format** *If applicable*	**What are the specifications/requirements of the data items?** *Please be specific and provide as much detail as possible (e.g. aggregated or individual records, relevant period of data). Please insert additional row(s) below if the requirements are different for different data item(s).*
	CSV, XML, TXT etc.	

3b. Is Personal Data[3] (other than Business Contact Information[4]) requested?
  ☐ Yes ☐ No
  If yes, proceed to section 4. If no, proceed to section 5.

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[2] Data Subject refers to the individual or entity to which the data relates.

[3] Personal Data refers to data, whether true or not, about an individual who can be identified:
(a) from that data, or
(b) from that data and other information to which the Agency has or is likely to have access.

[4] Business Contact Information refers to an individual's name, position name or title, business telephone number, business address, business electronic mail address or business fax number and any other similar information about the individual, not provided by the individual solely for his personal purposes.

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4.   REQUEST FOR PERSONAL DATA

This section is to be completed when Personal Data (other than Business Contact Information) is requested.

4a. Data requestor had assessed the appropriate personal data protection (PDP) measure to implement based on the level of public impact and level of PDP concern per Data Protection (Additional Requirements for the Protection of Personal Data) clause 2.1.2.
☐ Yes ☐ No

4b. If consent or notification is required under Data Protection (Additional Requirements for the Protection of Personal Data) clauses 2.1.6 and 2.15, and was not provided in 2d (under Justification section), please provide documentation of the consent obtained from the relevant data subjects or the notification given to the relevant data subjects.
Data requestor can omit this if consent details was provided in 2d (under Justification section).

4c. Does the personal data requested fall within the list of extremely sensitive personal data (i.e. genomic data including genetic data, iris data and geolocation data)?
☐ Yes ☐ No
If yes, proceed to 4d. If no, proceed to section 5.

4d. *[Where 4c = Yes]* The use case is assessed and confirmed to be of HIGH public impact. [Note: Such extremely sensitive personal data must NOT be requested if the use case is assessed to be only of NORMAL public impact.]
☐Yes ☐No

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5. TRANSFER FREQUENCY AND MODE OF TRANSFER

5a. Specify the transfer frequency and mode of transfer in the table below.

Data Item(s)	**Please indicate the transfer frequency, length or duration of time-series per transfer, and the preferred mode of transfer.** *Please insert additional row(s) below if the transfer frequency and mode of transfer is different for various data item(s).*
	☐ Ad hoc ☐ Regular 　i.　Transfer frequency: *<e.g. quarterly, on 8th day of every month>* 　ii.　Length or duration of time-series per transfer: *<e.g. 3 months >* Please indicate preferred mode(s) of transfer: ☐ Email (of files etc.) ☐ API call ☐ SFTP ☐ Secured thumb drive ☐ Encrypted hard disk ☐ SG-DCS (Sharepoint) ☐ Others: _____

6. PERSONNEL DETAILS

Please indicate the names, designations and roles of all personnel (including third parties, if any) who will be granted access to the data ("authorised personnel"). The **lead personnel(s) should be clearly indicated**.

Agencies do not need to submit a new data sharing form for any changes to authorised personnel. For tracking purposes, the Data Requestor shall maintain a record of any changes to authorised personnel and shall provide the record to the Data Provider on the Data Providers' request.

Name(s)	Designation	Role (e.g. analysis, anonymisation, supervisory)

7. PRIOR REQUESTS

If the Data Requestor has previously requested similar or related data from the Data Provider, please provide references to past requests, including any requests which have not been approved:

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REQUEST AND UNDERTAKING BY DATA REQUESTOR

Name: Click or tap here to enter text.   Designation (Dir level (or equivalent) in-charge of project):

Email: Click or tap here to enter text.   Date: Click or tap to enter a date.

☐ I understand and agree to the Terms of Sharing that is set out in IM8 Data Access and Distribution domain clauses 2.2 to 2.3. This includes regularly assessing the need and relevance of the requested data to fulfil the specified or directly related purpose(s), and purge the data when it is no longer needed, including working with the data controller to do so (if it is not the data controller)[5].

Where Personal Data (other than Business Contact Information) is required, i.e. 3b = Yes
☐ I understand and adhere to the Personal Data Protection (PDP) requirements that are set out in Data Protection (Additional Requirements for the Protection of Personal Data) clauses 2.1.2 to 2.8.1/G2, 4.1 to 5.8.

☐ All authorised personnel have given me an undertaking that they are aware of the penalties for unauthorised disclosure, improper use and unauthorised re-identification of data as set out in sections 7 and 8 of the Public Sector (Governance) Act.

☐ I undertake to take all reasonable measures to ensure that the requested data is protected against loss, and against unauthorised access, use, modification, disclosure or other misuse, and shall be solely responsible for any losses, damages, proceedings, costs and expenses that may arise as a result of any breach of undertakings under the Terms of Sharing.

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[5] Please refer to IM clauses 4.2 to 4.2/G3 from the Data Acquisition domain on the retention period.

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ASSESSMENT

Is the request for data recommended by the Internal Approving Authority (if applicable)?   *Please fill in this section only if there is an internal approving authority required to recommend the approval of data sharing other than the CDO.*
☐ Yes   ☐ No
Is the request for data approved?   *Please insert additional row(s) below if the assessment is different for different data item(s).*
☐ Yes   ☐ No   If Yes, please provide **details** of the data item(s) to be shared below:

Data Item	Any known limitation *(e.g. file format, accuracy, completeness of data, interpretation)*	Transfer Frequency	Security Classification	Sensitivity Classification

If No, please provide reason(s) for rejecting the request for data:

APPROVAL AND UNDERTAKING BY DATA PROVIDER

Name: Click or tap here to enter text.   Chief Data Officer:
Email: Click or tap here to enter text.   Date: Click or tap to enter a date.

☐ I understand and agree to the Standardised Terms of Sharing that is set out in IM8 Data Access and Distribution domain clauses 2.2 to 2.3.