



# Data-Sharing Agreement

Data-sharing agreements are central for partnerships between administrative entities and local nonprofit organizations. The agreement outlines how and with whom data will be shared, provides information on data security, and guides communication about findings. This document provides some commonly used strategies in developing a data-sharing agreement and the key elements to include in any data-sharing agreement.

## SUCCESSFUL DATA-SHARING AGREEMENT STRATEGIES:

- Determine what data is available and outline the data flow and processes.
- Outline any privacy considerations, including privacy protections, security requirements, or consent requirements.
- Verify whether there currently is a data-sharing agreement in place, and adapt any existing agreements where appropriate.
- Ensure that all agreements have a specified purpose, identify the data that will be shared, and discuss destruction of data.
- Make data sharing sustainable and equitable.
- Utilize available resources (i.e., available federal or state data).

## KEY ELEMENTS IN ANY DATA SHARING AGREEMENT:

**GENERAL INTRODUCTION:** This introduction should include the organizations and agencies that are involved in the agreement. It should also detail the reason for the agreement and how the data will be used.

**DATA CONTENT AND THE TRANSMISSION OF DATA:** The specifications of how the data will be transmitted, including the file format, method for transmission, and the frequency of data delivery, are important aspects to include in the agreement. The specific data fields and the time period that the data represents are important to highlight as well as agency disclaimers that will release the agency from liability from incorrect data.

**RELEASE OF DATA AND ANALYSIS:** This includes information on any data security requirements around the handling of the data. If appropriate, the date on which the data should be destroyed or returned should be indicated. Information on the release of data analyses, proper citation of the data sources, or required disclaimers on reports should be included.

**CONTRACTUAL ISSUES:** It is important to include contractual information about the agreement in place, the process for any necessary amendments to the agreement, and reasons for which the agreement can be ended by either organization.

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