

## Questions to Ask When Establishing a Data-Sharing Agreement

Establishing a data-sharing agreement is more than simply signing a contract. Effective communication between the data requester and data provider is essential for drafting a quality agreement that makes the data sharing process smooth and efficient. The following are example questions to ask when beginning the process:

- Ask **yourself**:
  - Are you able to meet your data needs through publicly available data or a public request for information? If so, you may not need a data-sharing agreement.
  - How will you justify the need for the individual-level records you are requesting?
  - Do you have the infrastructure in place to securely transfer and store data?
  - Do you have established policies and procedures to protect the data?
- Ask a **content-area leader** within the partner agency:
  - Will the partner support your request?
  - How does your work align with their priorities?
  - Who else at the agency should be aware of the data request?
- Ask a **data manager**:
  - Are the needed data available?
  - How often are the data collected?
  - When are data typically ready to share?
  - Is the quality of the data sufficient?
  - How can the request be framed to simplify data extraction?
  - Who will have access to the data within each organization?
  - What protocols are in place to ensure data security?
- Ask a **data manager or procurement officer**:
  - What is the process for establishing a data-sharing agreement?
  - Who is the authorized signer?
  - Is there a data-sharing agreement template to use?
  - Is there a cost associated with the data request?
  - Are there special requirements for the transfer and storage of their data?
  - How long can an agreement last, and how must the data be destroyed or returned at the end of the agreement?