**Request for sharing personal data for COVID-19 response purposes**

This form must be completed where data sharing is requested, either between council teams or with other organisations, as part of the council’s response to COVID-19. Any other data sharing must follow normal council processes.

A copy of this completed form must be kept by both the requester and sharer. A copy must be **emailed immediately** to [data.protection@barnet.gov.uk](mailto:data.protection@barnet.gov.uk) for the corporate record.

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| --- | --- | --- |
| **Name and job title of responsible requesting officer** | **Team (if LBB) or Organisation** | **Contact email/number** |
| **Name and job title of data owner/officer authorising sharing** | **Team** | **Contact email/number** |
| **Date of request** |  | **Sharing agreed Y/N** |

**Personal Data Requested \*special category and criminal personal data needs extra security and care.**

|  |  |  |
| --- | --- | --- |
| Name | Social services information | Health / Medical information |
| Address/Contact Details | HR information | Family/relationship information |
| DOB | Employment | Property/Location information |
| Equalities information | Education information | Criminal (allegation or prosecution) information |
| Financial information | Housing information | Images in photographs, film or CCTV |

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| **Briefly describe the information requested.** |
| **Briefly describe how the information will be used.** |
| **Briefly describe the secure transfer process to be used.** |

**Personal data shared for COVID-19 response purposes must be assessed for retention, continued use or deletion after the crisis.**

**The requesting officer must have the authorisation of the data owner if they wish to retain and use the shared personal data for non-COVID-19 Response purposes.**