**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 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.**

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| [ ]  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.**