

**Data Sharing Request Form 2025 - 2026**

**Equality Impact Assessment:** Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

**PART 1 – TO BE COMPLETED BY THE ORGANISATION MAKING THE REQUEST FOR DATA**

**SHARING**

**Please submit your completed form to** **DataProtection@askham-bryan.ac.uk**

**Name of organisation**

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**Name and position of person requesting data**

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**Name of Data Protection Officer (if different) including contact email**

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If requester is not the Data Protection Officer (DPO) or equivalent, have they been consulted and their views considered? Yes/No (please select from the dropdown below)

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| --- |
| Choose an item. |

**Date of Request**: Click here to enter a date.

**Description of data requested, e.g. destinations data**

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**Legal basis for the sharing**

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| --- | --- | --- |
| **Why is sharing ‘necessary’?**

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**Does processing involve any special category data (or sensitive processing under Part 3 DPA 2018)?** Yes/No (please select from the dropdown below) |  |
| Choose an item. |

**Are there any specific arrangements for retention/deletion of data?**

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**Are there any circumstances in the proposed sharing that might result in a risk to individuals?**

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**PART 2 – FOR COLLEGE USE ONLY**

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| **Data controller relationship**:  | ☐ Joint    ☐ Separate |

**Are additional conditions met for special category data or criminal offence data sharing (where applicable)?**

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**Which legal power for sharing applies (if relevant)?**

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**Have you considered a DPIA?**

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| Choose an item. |

**DPIA undertaken and outcome (if applicable)**

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**Reason(s) for sharing or not sharing**

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**Decision taken by (name and position)**

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| --- | --- |
| Signed: | Dated: |

**REMINDER: don’t forget to enter details of the data sharing request on the Data Sharing Register. Update the Data Sharing Register once the Data Sharing Agreement has been signed**