**SECTION A: USER REQUEST (TO BE FILLED BY USER or USER REPRESENTATIVE)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** |  | **Priority** | Low Medium High |
| **Name** |  | **Designation** |  |
| **Name of External Party / Organization** |  | **Department** |  |

**Data Description**

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| --- |
|  |

**Purpose/Justification of Data sharing Request**

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| --- |
|  |

**Data Retention Period**

|  |
| --- |
|  |

**Third Party Involvement? YES/NO**

|  |  |  |
| --- | --- | --- |
|  | | |
|  |  |  |
| **User Signature** | **Signature of Section Head**  **(Relevant to User)** | **Signature of Functional Head**  **(Relevant to User’s Department)** |
| **Important Note:** *User and concerned authorities are responsible to take appropriate actions to prevent risks which may arise due to approval of request.* | | |

*\*Additional supporting documents can be attached with this form*

**SECTION B: TO BE COMPLETED DURING THE DATA SHARING COMMITTEE MEETING.**

**Meeting Comments and Recommendations.**

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| --- | --- | --- |
| **Data Sharing Decision?** | **ALLOWED** | **DENIED** |
| **Mode of Sharing** |  | |
|  |  |  |
| **Data Sharing Committee Representative Signature**  **(Responsible for Execution)** | **Data Owner (Functional Head)** | **Final Approval or Rejection by CIO** |

*\*Additional supporting documents can be attached with this form*