## Third Party Data Sharing Register Template

## Guidance Notes

The purpose of this document is to maintain a full record of third parties that the organisation shares data with, the purpose of the sharing and the existence of data sharing Agreements.

The Register can be maintained by the organisation’s Data Protection Officer or nominated official in a Data Protection Officer is not required.

It is also the correct location in which to record if you are a data processor, as well as the Data Sharing Agreement that has been imposed upon you.

**THIRD-PARTY DATA SHARING REGISTER OF:**

**[INSERT NAME OF BUSINESS]**

**[INSERT BUSINESS ADDRESS]**

**[INSERT ICO REGISTRATION NUMBER]**

**[INSERT DATE]**

**Policy became operational on: [1 January 2023]**

**Next review date: [1 January 2024]**

**Third-Party Data Sharing Register of: [YOUR BUSINESS NAME]**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Data shared** | **Name of third party** | **Role/service of third party** | **Relationship: controller or processor?** | **Type of agreement required** | **Agreement signed and in place?** | **Date of review of agreement** |
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