



[Home](#) [About NNIP](#) [Partners](#) [Activities](#) [Library](#) [Get Involved](#) [Data & Tech](#)

[Home](#) » [Library](#) » [Online Guides](#) » [NNIP Lessons on Local Data Sharing](#) » [Key Elements of Data Sharing Agreements](#)

## Key Elements of Data Sharing Agreements

**Last Updated:** December 10, 2014

We have reviewed many data sharing agreements from different cities about different datasets and summarized the elements that are common across all of them.

### General introduction

1. Parties involved: the organizations and agencies involved in the agreement.
2. Purpose of agreement: the reason for the agreement and the allowed uses of the data.

### Data transmission and content

3. Data transmission: the file format (ex: comma-delimited text file, SAS database); approved methods for transmission, such as email (for non-confidential data), mailing DVDs, or to be picked up by in-person; and the timing of the data delivery (one time, annually, etc.)
4. Data description: listing of fields to be included; what the level of observation will be (address, census tract, etc.); and the time period the data represents.
5. Agency disclaimers: legal language releasing the agency from any liability from incorrect data or how the data is used.

### Handling and release of data and analysis

6. Data security requirements: specifications of security measures (staff confidentiality pledges, encrypted data drives to store the data); and, if appropriate, a date by which the data should be returned or destroyed. To see an example, download [security procedures](#), [a data log](#), and [a staff confidentiality pledge](#) from NeighborhoodInfoDC
7. Conditions for release of data to third parties: provisions (if any) for release of the file to third parties with explicit permission from the agency; could also prohibit commercial re-selling of the data.
8. Conditions for release of data analysis: the minimum time required for agency review of any analysis to be released (ideally not allowing the agency to stop the release); suppression rules to avoid identification of any individuals (such as any geography with less than 10 cases will not be reported.)
9. Source requirements: proper citation of the data source or any disclaimer required on reports.

### Procedural, contractual issues

10. Renewal schedule: The time period the agreement is in force and how often it must be renewed (such as annually).
11. Amendment process: the process for amendments to the agreement.
12. Termination causes: the reasons for which either organization can end the agreement.

#### More Online Guides:

##### **NNIP Policy Guide**

*Updated August 15, 2017*

[\[read more\]](#)

##### **NNIP Partners' Guide to the Network**

*Updated January 3, 2018*

[\[read more\]](#)

##### **Data Help Desks for NNIP Partners**

*Updated April 28, 2015*

[\[read more\]](#)

##### **Local User Conferences (Data Day) Directory**

*Updated August 20, 2017*

[\[read more\]](#)

##### **NNIP Resources for Promise Neighborhood Initiatives**

*Updated September 21, 2016*

[\[read more\]](#)

[« Why Data Providers Say No...And Why They Should Say Yes](#)

[up](#)

[Sample Research Proposals and Data Sharing Agreements »](#)