





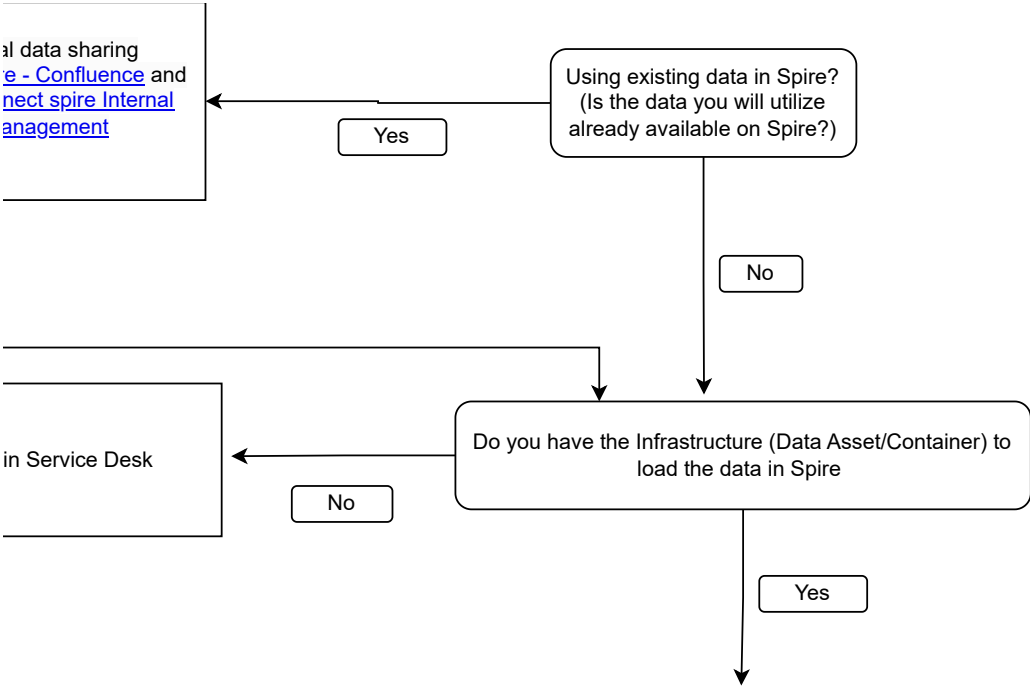
Please get familiar with Spire internal process: [Spire internal data sharing - spire](#)  
raise the request via Service Desk [Con](#)  
[Elements - spire - Jira Service M](#)

Raise the Infrastructure request i

Once p

Once p

Once p



Spire Service Desk provides your governance deliverables in the raised request

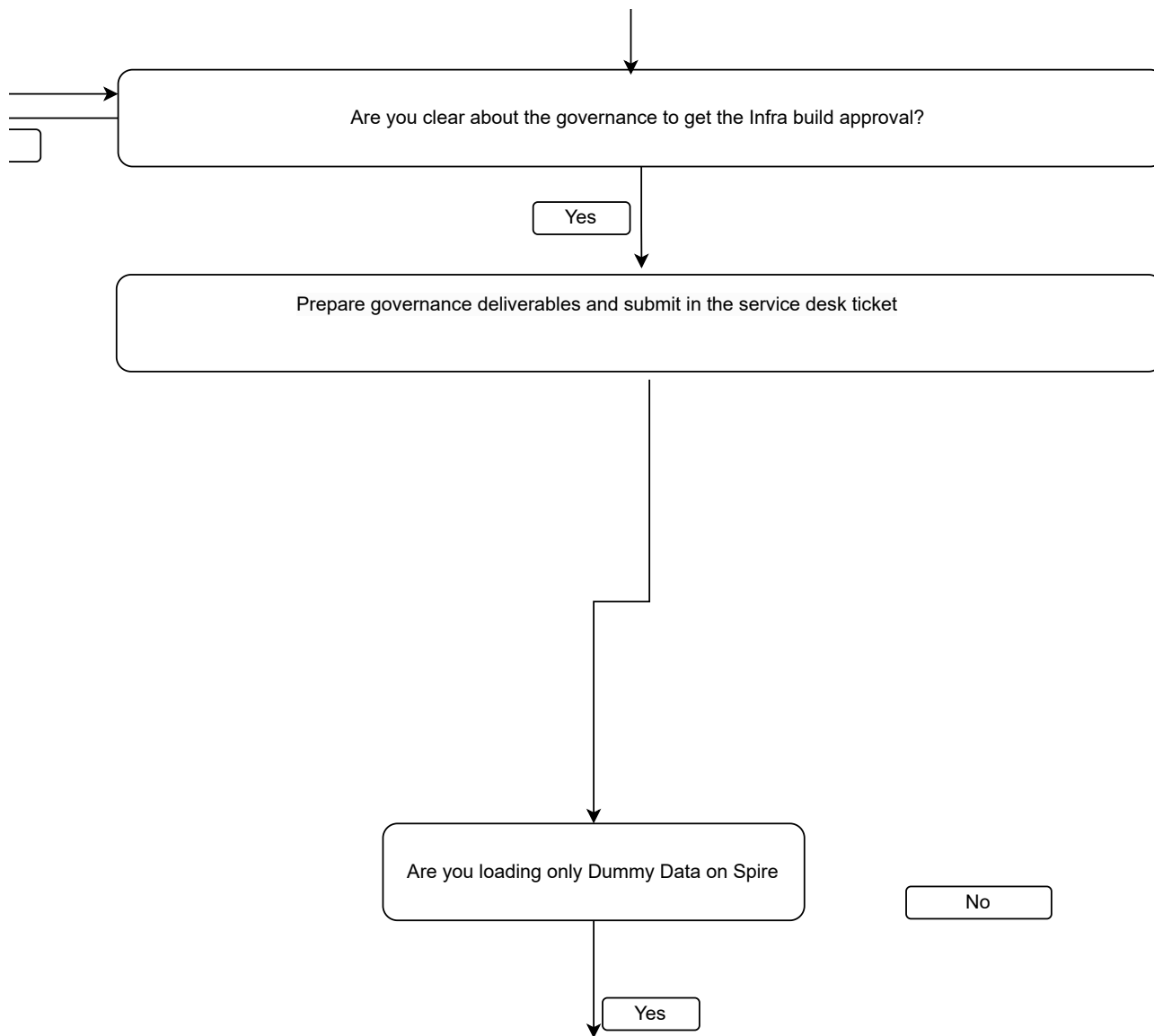
Infrastructure Build Approval		
Condition	Deliverable	Description
per infrastructure request in case of data transfer to Spire	Usage Information for Data Sharing	
Once per Information Owner and Use Case Owner	Spire Terms of Use Acknowledgement	
per use case only if to use case plans to use any Advanced Analytics tools or AI features	Conduct Assessment in DataQ	
per use case only if to use case plans to use any Advanced Analytics tools or AI features	Ensure Data Management requirements of the A22.1	

Spire team will reach out to you

Comment the concern/doubt in the SD ticket

No

*c*

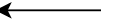


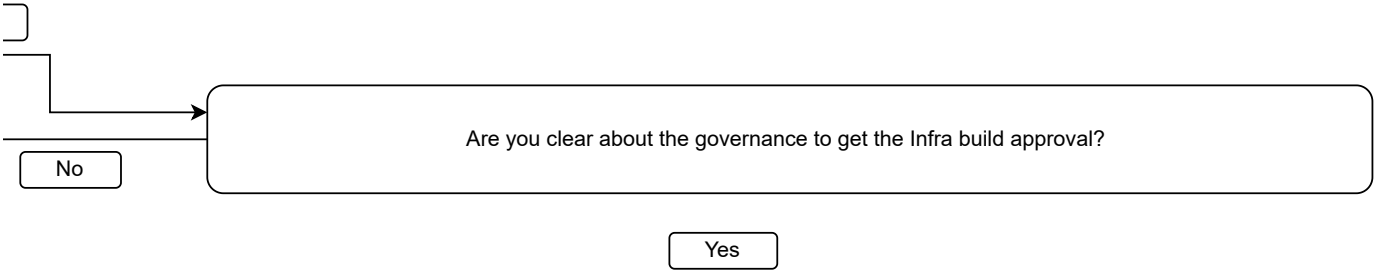
Spire Service Desk provides your governance deliverables in the raised request

Dummy Data Load		
Condition	Deliverable	Description
<b>a. The system is not in HQ</b> <b>b. It is not a manual file upload</b> <b>c. External system of MB group</b>	<b>ISO approval for each environment</b>	
<b>Once per Use Case if you are load any new data attributes</b>	<b>Data Point List</b>	

Spire Team will reach out to you

Comment the concern/doubt in the SD ticket





Prepare governance deliverables and submit in the service desk ticket

Are you loading Prod Data on Spire

Spire Service Desk provides your governance deliverables in the raised request



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Prod Data Load		
Condition	Deliverable	Description
<b>No DEV or INT connection for dummy data load</b>	<b>Dummy data load deliverables</b>	Provide the previous mentioned deliverables too
<b>Once per use case</b>	<b>Service Agreement Confirmation</b>	<a href="#">IT Service Agreement</a>
<i>Once per use case, or if using different deletion procedure for different systems then for each procedure</i>	<b>Data Deletion Concept</b>	
<i>If you plan to process data from one of the Critical Markets (China, Russia, South Korea, Malaysia, Israel, Japan), once per critical market legal entity</i>	<b>Mandatory Local Legal Risk</b>	
<i>If you are processing any personal data</i>	<b>Data Protection Agreement</b>	Data Protection Assessment Data Protection Agreement
<b>If you do not have any contract to process the data</b>	<b>C4MB Contract</b>	