**INFORMATION SHARING AGREEMENT TEMPLATE**

**dated the {d.isaDate:convDate("YYYYMMDD", Do)} day of {d.isaDate:convDate("YYYYMMDD", MMMM)}, {d.isaDate:convDate("YYYYMMDD", YYYY)}**

**BETWEEN:**

**[First Party]**

**(“Party {d.admins[i=0].party}”)**

|  |  |
| --- | --- |
| **Agreement Administrator:** | **{d.admins[i=0].name}** |
|  | **Party X** |
|  |  |
|  |  |
|  | **Ph: {d.admins[i=0].phone}** |
|  | **Fax: {d.admins[i=0].fax}** |
|  | **Email: {d.admins[i=0].email}** |

**AND:**

**[Other Party]**

**(“Party {d.admins[i=1].party}”)**

|  |  |
| --- | --- |
| **Agreement Administrator:** | **{d.admins[i=1].name}** |
|  | **Party Y** |
|  |  |
|  |  |
|  | **Ph: {d.admins[i=1].phone}** |
|  | **Fax: {d.admins[i=1].fax}** |
|  | **Email: {d.admins[i=1].email}** |

|  |
| --- |
| Add other parties as required.   * **{d.otherParties[i].name}** * **{d.otherParties[i+1].name}** |

1. **Purpose**

The purpose of this Agreement is to document the terms and conditions of the exchange of certain personal information by the Parties, in compliance with the *Freedom of Information and Protection of Privacy Act* and other applicable legislation (if any).

1. **Personal Information**

In this Agreement, "Personal Information"means:

|  |
| --- |
| Insert description of information to be covered by the Agreement. If different types of information are to be handled differently under the Agreement, break the definition down accordingly. |

1. **Collection and Disclosure of Personal Information**

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| --- |
| Describe the exchange of information under the Agreement. If different types of information are to be collected and/or disclosed differently, break the description down accordingly. For each receiving body that is a public body, state the authority (under sections 26 and 27) for collection. For each disclosing body that is a public body, state the authority (under section 33) for disclosure. If there are other legislative provisions that work together with the *Freedom of Information and Protection of Privacy Act* to provide authority for collection and/or disclosure, state what those provisions are. |

1. **Use of Personal Information**

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| Describe the use(s) to which each body will put the information, and state the authority (under section 32) for those use(s). If there are other legislative provisions that govern the use of the information, state what those provisions are. |

1. **Accuracy**

Each Party will make every reasonable effort to ensure the Personal Information in its custody is accurate, complete and up-to-date.

1. **Security**

6.1 Each Party will make reasonable arrangements to maintain the security of the Personal Information in its custody, by protecting it against such risks as unauthorized access, collection, use, disclosure or disposal.

6.2 Each Party will implement this Agreement in conformity with the government’s Information Security Policy.

6.3 Each Party will advise the other Party immediately of any circumstances, incidents or events which to its knowledge have jeopardized or may in future jeopardize:

* the privacy of individuals;
* the security of any computer system in its custody that is used to access the Personal Information.

**7. Compliance Monitoring and Investigations**

7.1 Each party will record and monitor access to the Personal Information in its custody, in order to establish a chain of responsibility, as follows:

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| --- |
| Describe compliance monitoring methodology and timetable. Use an appendix to provide more detail, if required. If using an appendix, change “as follows” to “as set out in Appendix "A" to this Agreement”. |

7.2 Each Party will investigate all reported cases of:

* unauthorized access to or modification of the Personal Information in its custody;
* unauthorized use of the Personal Information in its custody;
* unauthorized disclosure of the Personal Information in its custody;
* breaches of privacy or security with respect to the Personal Information in its custody or with respect to any computer system in its custody that is used to access the Personal Information.

7.3 Each Party will report to the other the results of any such investigation and the steps taken to address any remaining issues or concerns about the security of the Personal Information or computer systems, or the privacy of individuals to whom the Personal Information relates.

1. **Modification or Termination of Agreement - General**

8.1 This Agreement may be modified or terminated at any time by agreement, in writing, of [both/all] parties.

**9. Termination for Non-Compliance with Agreement**

* 1. This Agreement may be terminated at any time by either Party if the other Party fails to meet its obligations under this Agreement.

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| If there are more than two parties, revise paragraph 9.1 as required. |

**10. Term of Agreement**

This Agreement will be in force during the period commencing [Date] and ending [Date] unless sooner terminated in accordance with paragraph 8.1 or paragraph 9.1.

**11. Appendices**

Any appendices to this Agreement are part of the Agreement. If there is a conflict between a provision in an appendix and any provision of this Agreement, the provision in the appendix is inoperative to the extent of the conflict unless it states that it operates despite a conflicting provision of this Agreement.

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| If appendices are not used, clause 11 can be deleted. |

**Agreed to on behalf of Party {d.admins[i=0].party}:**

|  |  |  |
| --- | --- | --- |
| *{d.admins[i=0].name}* |  | **{d.isaDate:formatD("LL")}** |
| (Authorized representative) |  | Date |

**Agreed to on behalf of Party {d.admins[i=1].party}:**

|  |  |  |
| --- | --- | --- |
| *{d.admins[i=1].name}* |  | **{d.isaDate:formatD("LL")}** |
| (Authorized representative) |  | Date |

Last edit May 2, 2008

*Things below not part of the actual ISA, just for demoing additional Carbone functionality.*

**Notes:**

{d.notes:convCRLF()}

**Repeating Tables**

This section contains a multi level arrays repeating as multiple tables.

{d.offices[i].office}

| **Applications** |
| --- |
| {d.offices[i].applications[i].name}  {d.offices[i].applications[i].contact} |
| {d.offices[i].applications[i+1].name} |

{d. offices[i+1].office}