

Steps to Setup a Data Sharing Agreement

- 1. Develop a plan:** Determine why student-level data sharing is necessary and how it will be used to improve outcomes. Be prepared to explain how the data will be kept secure.
- 2. Initiate conversations:** Reach out to relevant stakeholders at both institutions who can support the data request and benefit from the collaboration.
- 3. Discuss the process:** Have authorized agents from each institution explain their data-sharing procedures and provide or review agreement templates.
- 4. Consult data managers:** Talk to the people who manage the data at each institution to understand what data is available, how to frame the request, and what data may be needed in return.
- 5. Address legal requirements:** Ensure the agreement complies with relevant laws like FERPA and state-specific requirements.
- 6. Define data elements and use:** Clearly specify what data will be shared, how it will be used, and who will have access to it.
- 7. Establish security measures:** Outline how the data will be protected, including storage, transmission, and access controls.
- 8. Determine data retention and disposal:** Specify how long the data will be kept and how it will be securely disposed of when no longer needed.
- 9. Execute the agreement:** Identify authorized signers at each institution, reach a consensus on the terms, and have both parties sign the agreement.