



Data Sharing Agreement

Between Advisory Conciliation and Arbitration Service
and the <insert name> for Trade Union membership
check/audit/ballot <amend as appropriate>

1.	Original Author:	TBC
2.	Owner:	TBC
3.	Parties to the agreement:	
3.1	Advisory, Conciliation and Arbitration service	<insert name of other party>
4	Lead contacts	
4.1	Acas Terry Cummings	<insert union/employer contact name, job title, contact details>
5.	n/a	
5.1	n/a	
6.	Lawful basis	
6.1	Acas data is opted-in contacts – agreeing to receive comms from Acas. Ongoing communications fall under legitimate business interest.	
7.	Personal data to be processed Rented records will include: <ul style="list-style-type: none"> • Contact Name • Job title • E-mail address • Org size (no of employees) • SIC/Business classification • Permissions for use 	

	<ul style="list-style-type: none"> List source
7.1	n/a
8.	Sending personal data to Acas
8.1	n/a
9.	Security of personal data
9.1	<p>Both organisations have responsibilities under the Data Protection Act 2018 and it is essential that all staff are trained in this regard and understand their responsibilities to ensure personal and organisational compliance in this area.</p> <p>Data Protection training is in place at both organisations and regularly rolled out to all staff.</p> <p>Acas' Knowledge and Information Team will take the lead in investigation if a personal data breach happens after the data has been sent to Acas. The Acas Data Protection Officer (DPO) will inform the customer's DPO of the breach.</p>
10.	Retention of personal data
10.1	The supplier should delete data obtained from Acas before the end date of the contract.
11.	Data Protection Act 2018 requests (requests concerning access, rectification, withdrawing consent, object, to be forgotten, data portability)
11.1	Data subjects (any individual whose data is being processed) can exercise their right to make requests under the Data Protection Act from either body, but all requests concerning personal data held by Acas will be processed in line with Acas information request handling policies and procedure.
12.	Freedom of Information Act 2000 requests
	Members of the public can exercise their right to make a Freedom of Information (FOI) request from Acas and will be processed in line with Acas information request handling policies and procedures.
13.	Information Request addresses
13.1	FOI – foi@acas.org.uk
13.2	Data Protection Act and GDPR – TBC
13.3	Acas Data Protection Officer

	Acas 8th floor Windsor House 50 Victoria Street Westminster London SW1H 0TL	
14.	Compliance with this agreement	
14.1	Any changes can only be made if both parties are in agreement. Both parties must comply with this agreement, once signed.	
15.	Complaints	
15.1	If any of our customers wish to complain about how personal data is processed in Acas, please write to the DPO at the address at 13.3 or by email to dataprotection@acas.org.uk	
16.	Signatories	
16.1	For Acas: Full name: Position: Date:	For <insert name> Full name: Position: Date: