DSGA Template – Playbook Stage 2

**Board Notification**

**June 2022**

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# Notification of proposed Data Sharing Agreement (DSA)

## Purpose

At Stage 2 of the Playbook process, when consensus has been reached, the Data Officers inform their relevant stakeholders about the proposed DSA and the Lead Public Service Body (PSB) informs the Board of the same along with any special public consultation requirements. Each Public Consultation should be targeted at, and easily accessible to, those with a clear interest in the data being shared. When describing requirements for the proposed DSA, you should consider the following:

* The type and scale of the potential impacts of sharing data under the proposed DSA.
* The number of people or groups affected by the sharing of data under the proposed DSA.
* Any specific accessibility requirements necessary to ensure feedback is received from those with a clear interest in the issue.
* Any specific engagement requirements to tailor the consultation to the needs of particular groups who may not respond to traditional consultation methods? (E.g. older people, younger people, people with accessibility requirements).

This information provided will be used to:

* Advise the Board about the proposed DSA
* Allow for the scheduling and appropriate preparation for Public Consultation of the proposed DSA

The Lead PSB will have responsibility for managing communications and engagement for the data sharing arrangement that each DSA relates to. This includes managing stakeholder or interest groups where there are special public consultation requirements.

## What happens once the notification template is complete?

**All Sections** should be completed by the Lead PSB Data Officer. Once the document has been **completed** please email to [dgbsecretariat@per.gov.ie](mailto:dgbsecretariat@per.gov.ie) for the attention of the Board. If you have any queries while you are completing this document, please contact the Data Governance Support Team.

**Contacts:** Danielle Caffrey/ Nuala Byrne

**Phone:**  01 6045092 / 01 6045392

**Email:** [datagovernance@per.gov.ie](mailto:datagovernance@per.gov.ie)

# DSGA Template for the Proposed DSA

## PSBs involved

**Instructions:**

1. **Please provide the relevant information outlined in table 2.1.**
2. **Once complete move to the next section on public consultation requirements, table 2.2**

|  |  |
| --- | --- |
| Lead Agency Name | Data Officer Contact |
| [Insert name here] | [Insert email & contact number] |
| Other PSBs Name(s) | **PSB Contact** |
| [Insert name here] | [Insert email & contact number] |
| [Insert name here] | [Insert email & contact number] |
| [Insert rows as appropriate] |  |

|  |  |
| --- | --- |
| **DSA Name** | **Description** |
| [Insert DSA Name] | [Give a brief description of details surrounding the proposed DSA] |

**Table 2.1**

## Public Consultation Requirements

**Instructions:**

1. **Please outline any specific requirements you have for the public consultation in table 2.2 below.**
2. **Once complete send table 2.1 and table 2.2 to** [**dgbsecretariat@per.gov.ie**](mailto:dgbsecretariat@per.gov.ie) **for the attention of the Board e.g. Subject: “Stage 2 Proposed DSA – Attention of the Data Governance Board” (attach completed template)**

|  |  |  |
| --- | --- | --- |
| **Public Consultation Requirements** | |  |
| **What type of data are you sharing?** |  |  |
| **What is the scale of data you are sharing? i. e. does this data share affect the whole population or a subset of the population?** |  |  |
| **Do you want to target this Public Consultation at any specific citizens? e.g. Older people, children and younger people, people with disabilities.** |  |  |
| **Do you want to target this Public Consultation at any specific interest groups? i.e. Are there industry specific, civil society or regulatory bodies that you think will have a specific interest in this data share.** |  |  |
| **Do you have any specific Language requirements?** |  |  |
| **Do you have any specific Accessibility requirements?** |  |  |

**Table 2.2**

All PSBs involved in the DSA should communicate with any special interest groups they have outlined above. You can direct them to the public consultation hub, <https://www.gov.ie/consultations/DSA/> or provide more information on the data share.