

## DATA SHARING POLICY

### See Also:

RCW [43.105.450](#) Office of Cybersecurity  
RCW [43.105.205](#) (3) Higher Ed  
RCW [43.105.020](#) (22) "State Agency"  
RCW [39.26.340](#) Data Sharing - Contractors  
RCW [39.24.240](#) Data Sharing - Agencies  
RCW [43.105.054](#) OCIO Governance  
SEC 04-02-S [Media Sanitization and Disposal Standard](#)  
[State Agencies Records Retention Schedules](#)

1. **Agencies must enter into written [data](#) sharing agreements when sharing category 3 or category 4 data outside the agency unless otherwise prescribed by law. See the [Data Sharing Agreement Implementation Guidance](#).**
  - a. Sharing involves any relationship where a person or organization outside the agency receives, hosts, or has [access](#) to information, including access to systems or applications.
  - b. While these steps are required for higher categorizations of data, agencies may consider following these policies for sharing category 1 or 2 data. See the [SEC-08-01-S Data Classification Standard](#).
  - c. When agencies are sharing data with a [vendor](#) in connection with a service, the service agreement must include a data sharing agreement.
  - d. If there is a discrepancy in the data classification between agencies, as part of the written agreement, all parties must document the classification of the data they will assign to the data and the reason for the classification.
2. **Agencies must identify and evaluate the risks of sharing their data and must enter into a data sharing agreement that documents the relationship and includes appropriate terms to mitigate identified risks.**
3. **Data sharing agreements can take different forms but should typically include at least:**
  - a. The purpose and specific authority for sharing and time period of the agreement.
  - b. A description of the data, including classification.
  - c. Period of agreement.
  - d. Authorized uses.
  - e. Authorized users or classes of users.
  - f. Protection of the data in transit if the arrangement involves transmission. See [SEC-08-02-S Encryption Standard](#).
  - g. Secure storage for data maintained outside the agency sharing its data.

- h. Data retention and disposal responsibilities and processes.
- i. Backup requirements for the data if applicable. See SEC-04-01-S [Data Backup and Recovery Standard](#)
- j. Incident notification and response.
- k. Monitoring and enforcement of data protection requirements specified in the agreement.
- l. All parties must have a security awareness program and/or training. See [SEC-03 Security Awareness and Training Policy](#).
- m. Compliance with all relevant state security and privacy requirements associated with the data being shared.
- n. Any other requirements imposed by law, regulation, contract, or policy.

## REFERENCES

1. [Definition of Terms Used in WaTech Policies and Reports](#)
2. [Data Sharing Agreement Implementation Guidance](#)
3. [SEC-08-01-S Data Classification Standard](#)
4. [SEC-08-02-S Encryption Standard](#)
5. [SEC-04-01-S Data Backup and Recovery Standard](#)
6. [SEC-03 Security Awareness and Training Policy](#)
7. [Risk Management Framework for Information Systems and Organizations \(RMF\)](#)

## CONTACT INFORMATION

- For questions about this policy, please contact the [WaTech Policy Mailbox](#).
- To request a Design Review, please contact the [Security Design Review Mailbox](#).