Information sharing agreement (ISA)

This Information Sharing Agreement (ISA) defines the arrangements for processing data between Kala Sangam and Name of Company/ Artists and sits underneath the overarching Information Sharing Protocol (ISP) / Partnership Agreement. The appendices provide further information and guidance should this be needed.

1. Parties to the agreement: Full name and address of the organisations or businesses

|  |  |
| --- | --- |
| Kala Sangam Arts CentreSt Peter’s House1 Forster SquareBradfordBD1 4TY |  |

1. Why is the information being shared?

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| So that can access box office and audience survey data related to for use in their evaluations and reporting to funders.  |

1. What information being shared?

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| Booker postcodes Illuminate survey responsesEmails for booker who have opted to join the Company/ Artist’s mailing list |

1. What is your legal justification for sharing? Has consent been gained if required?

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| This data is required for evaluation and reporting purposes. No consent has been collected because it isn’t a requirement for this purpose, as the survey data is anonymous and is collected for research purposes only. |

1. How will the information be shared? (e.g. data transfer - include any security measures)

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| Kala Sangam will export the data in an excel document, which will be sent by email to  |

1. How will the information be stored? (e.g. secure server - include any security measures)

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| Kala Sangam will store the information on Illuminate and in an excel spreadsheet, saved on their One Drive Cloud account. will store the information on Illuminate and/or in an excel spreadsheet. |

1. Who will handle the information – name and job title?

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| Alex Corwin, Marketing and Programme Manager at Kala SangamAnd at  |

1. How long will the information be kept?

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| The data will be stored for the foreseeable future.  |

1. How will the information be destroyed?

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| The information will be deleted from Kala Sangam’s One Drive Cloud based account.  |

1. What date will the information be shared? Initial date must be later that the date of the signatures below and should give an indication of subsequent dates for regular sharing.

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| On or after the final performance of at Kala Sangam |

1. What are the names, roles and contact details of any members of staff who will make sure that the required information is shared at the appropriate time?

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| Alex Corwin, Marketing and Programme Manager, Kala Sangam, a.corwin@kalasangam.org / 01274 303340 |

1. When will this agreement be reviewed and by whom?

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| The agreement will end on 31/03/2025 and will be reviewed by Alex Corwin |

This agreement must be formally approved and signed by both parties before any information sharing takes place. Both parties will ensure that the ISA and any associated documents are known and understood by all staff involved in the process.

**Originating organisation**

Name of organisation: Kala Sangam

Name: Alex Corwin

Position: Marketing and Programme Manager

Signature:

Date:

**Partner organisation**

Name of organisation:

Name:

Position:

Signature:

Date: