



# Data Use Agreement (DUA) Lifecycle

## 1 Initiation

- PI/Institution identifies the need to share or receive data. A request for a DUA is submitted to the relevant office (SPO) for handling the agreement

## 2 Drafting/Review

- The initial draft of the DUA is prepared, outlining the terms/conditions for data sharing, including data security, usage restrictions, and confidentiality requirements
- The draft DUA undergoes internal review by Privacy, IT Security, and SPO to ensure it meets institutional policies and legal standards

## 3 Negotiation

- Both parties (the data provider and the data recipient) review the draft DUA and negotiate any necessary changes. This step ensures that the agreement is mutually acceptable and protects the interests of both parties

## 4 Approval/Signing

- The final version of the DUA is reviewed and approved by authorized representatives from both institution.
- The DUA is signed by the authorized signatories, making it legally binding

## 5 Data Transfer

- Once the DUA has been executed and the PI has an approved IRB protocol (if HS Research), the data can be shared between the parties as per the agreed terms. This step often involves providing data in a secure manner to prevent unauthorized access

## 6 Monitoring & Compliance

- Both parties monitor compliance with the DUA terms, ensuring that the data is used only for the specified purpose and is protected from unauthorized disclosure
- Regular reviews may be conducted to ensure ongoing compliance and address any issues that arise during the term of the agreement

## 7 Termination or Expiration

- The DUA may terminate once the purpose for which the data was shared is fulfilled
- The DUA may also have a specified expiration date, after which the obligations of confidentiality continue for a defined period
- Upon termination or expiration, the receiving party may be required to return or destroy the data as per the DUA terms

## 8 Post-Agreement Obligations

- Even after the DUA has expired or been terminated, the obligation to maintain the confidentiality of the data typically continues for a specified period
- Any breaches of the DUA terms must be reports and addressed promptly to mitigate any potential damage

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