**Becoming a member of EYTS trainee TEAMS portfolio’s.**

**DATA SHARING AGREEMENT**

Dear Mentors,

Before we can add you to the TEAMS portfolio’s for individual trainees you will need to carefully read and sign the bottom of this document and return to Lauren Whale: l.whale@gre.ac.uk

 Once we have received a signed copy of this document we will be able to proceed with your application to join individual trainees’ portfolios.

Firstly, you must be aware of the risks involved when sharing information in this way.

**Outline of risks**

1. As a guest you will have access to any data held within your trainees Team including potentially confidential, high-confidential and commercially sensitive data- please ensure that this information is only stored on TEAMS and is not shared with any other parties other than those who have access to the TEAMS portfolio.
2. Be aware that historical data within your trainees Team will be accessible to new users including future guests.
3. Our data is held within the EU and we're governed by UK law. Be mindful of the laws which you are governed by. Please see the link here for further information:

<https://www.gov.uk/data-protection>

**Outline of responsibilities**

1. By signing this document, you are agreeing to ensure you are aware of the above risks of sharing information on TEAMS and that you will not share or disclose any information with others beyond those who are also members of the TEAM.
2. The data that stored in teams is subject to the University’s data retention periods in the same way as any other data is subject to these policies. At the end of the retention period, the data stored in Teams needs to be removed.
3. The early years team will conduct periodic reviews of the Team to ensure it is being used appropriately by all Team members.

Signed………………………………..

Name……………………………………..

Date………………………………………..