**Information Sharing for Human Services Schedule (‘Schedule’)**

**Schedule [*insert #*]**

By this Schedule the parties wish to agree to share the information described in this Schedule on the terms and conditions contained in this Schedule. The terms of the Parent MoU (and relevant definitions) are incorporated by reference (except cl 15) and apply to the sharing of information contemplated by this Schedule.

**Attachments to this Schedule**

* *[insert attachments]*

Attachment B: Authorised Representatives’ titles and contact details

| **Schedule 1 Title** | | **Information Sharing Schedule – *[insert name of project]* project** | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Schedule Number** | | **Schedule [*insert #*]** | **Start Date** | ***[insert date]*** |
| Parent MoU\*  \* subject to an automatic renewal for a period of 12 month as outlined in clause 3.3 of the MoU on which this schedule is attached to. | | **Memorandum of Understanding for Information Sharing for Human Services** between DCJ, DoE, MoH, DCS, NESA, Department of Premier and Cabinet (DPC) and NSW Treasury, dated 2021 (MoU). | | | | |
| **MoU Number** | MOU010 | | **Start Date** | ***[insert date]*** |
| Item | **Topic** | **Detail** | | | | |
| 1 | Approved Purposes | *[insert content]* | | | | |
| 2 | Authorised Representatives | *[insert content]* | | | | |
| 3 | Period of agreement | *[insert content]* | | | | |
| 4 | Originating Party | *[insert content]* | | | | |
| 5 | Recipient Parties | *[insert content]* | | | | |
| 6 | Shared Information | *[insert content]* | | | | |
| 7 | Classification and Labelling Status | *[insert content]* | | | | |
| 8 | Authorised Users | *[insert content]* | | | | |
| 9 | Specific security and storage measures required | *[insert content]* | | | | |
| 10 | Special conditions on use and disclosure | *[insert content]* | | | | |
| 11 | Sources of authority | *[insert content]* | | | | |
| 12 | Applicable codes of practice or directions, principles or protocols | *[insert content]* | | | | |
| 13 | Specific retention or disposal requirements | *[insert content]* | | | | |
| 14 | Data retention period | *[insert content]* | | | | |
| 15 | Method for release of results for internal and external use | *[insert content]* | | | | |
| 16 | Additional conditions applicable to Relevant Agency | *[[Guidance note: This indemnity is required where the Relevant Agency is an independent statutory body i.e. operates under an independent governance structure. It may be deleted otherwise.]*  *The Relevant Agency indemnifies the party to the MoU that is a signatory to this Schedule against any loss, liability or claim arising out of, or connected with any breach of the Relevant Agency’s obligations under the MoU with respect to Shared Information, confidentiality, privacy and security arrangements.* | | | | |

*[please add additional items if required]*

Approved by:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Authorised Delegate for Party [1]** | *[insert authorised delegate name]* | **Title** | *[insert authorised delegate title]* | |
| *Signature* | | | *Date* |
| **In the Presence of (Witness)** |  | | | |
| *Signature* | | | *Date* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Authorised Delegate for Party [2]** | *[insert authorised delegate name]* | **Title** | *[insert authorised delegate title]* | |
| *Signature* | | | *Date* |
| **In the Presence of (Witness)** |  | | | |
| *Signature* | | | *Date* |

*[please add an additional signatory blocks if more parties if required]*