

# DATA SHARING AGREEMENT

<b>Requesting Organization &amp; Granting Organization</b>	
<b>Requesting Application</b>	<b>Granting System(s)</b>
<b>Requesting Application</b>	<b>Granting Systems</b>
<b>Requested Data Domains</b>	
To Be filled in by IGM Data Domains	
<b>Requesting Contacts</b>	<b>Granting Approvals</b>
Program Manager:	Data Steward:
Product Manager:	Other Approvers:
	(optional) Bishopric minute number and/or MLU Management Meeting minute number
<b>Initial Approval Date: mm/dd/yyyy</b>	
<b>Last Revision Approval Date: mm/dd/yyyy</b>	

This agreement governs the content, access method, security, frequency for data maintained by the Granting Organization provided to the Requesting Organization. The Information Governance Management team will maintain the original copies of this form. Uses outside the permissions granted in this Data Sharing Agreement are not permitted.

## CONDITIONS OF USE

By using the information from the granting application as defined in this Data Sharing Agreement, you (the requesting organization) agree to the following conditions. If you disagree with any of these conditions, do not use this information. Those who violate these Conditions of Use may be subject to disciplinary and/or legal action.

1. Any change which expands access, change disclosure, or affects data integrity requires a new Data Sharing Agreement be signed and approved.
2. When access to the data/services is no longer needed, requesting parties must inform the respective data steward to remove access rights.
3. The granting organization will maintain original copies of this agreement.
4. The data accessed through this agreement cannot be forwarded without permission.
5. Uses outside the permissions granted in this agreement are forbidden.

## COPYRIGHTS, LICENSES and RESTRICTIONS

Intellectual Reserve, Inc. owns the copyright to all the custom built applications used by The Church of Jesus Christ of Latter-day Saints (the "Church"). All material found in these applications is owned or licensed by the Corporation of the Presiding Bishop of The Church of Jesus Christ of Latter-day Saints ("CPB") and is provided only for the ecclesiastical and administrative use of the Church as defined in this Data Sharing Agreement. No other uses are allowed. You may not post information authorized in this Data Sharing Agreement from these applications on a web site or other computer network not specifically identified in this document. You may not transmit or distribute material from these applications to others, unless specifically authorized to do so in this document. You may not use these applications or information found in these applications for any personal, commercial, or political purpose. If you have questions, contact the appropriate data steward identified in this document.

## DATA PRIVACY

The Church is very sensitive to concerns about the use and security of personal information contained in these applications. Member and organization/leader information is collected and compiled in these applications to support Church doctrinal, ecclesiastical, and administrative needs. The protection of this data, as outlined in this Data Sharing Agreement, is a major emphasis of all those who use it. In some jurisdictions informed consent is necessary before trans-border transfers are permitted.

## SECTION A: NEED DESCRIPTION

**Requesting application/project:**

Name and brief description of the requesting application/project

**What is the business justification for requesting the data?**

Why the data is needed.

**What data is being requested?**

Describe what data in general is being requested

**Who is the intended audience?**

Who will see data.

**How will the data/services be used?**

How data is to be used.

**How will the data be accessed?**

- Replicated  
 On Demand

Describe how the data is retrieved, stored, access accounts, or services used.

**How often does the data need to be refreshed from the source?**

24x7, weekly, monthly, etc.

**SECTION B: REQUESTED DATA**

Be **specific** when identifying requirements. Development and/or implementation can begin only when required authorizations are obtained. This section can be adapted to fit specific documentation needs.

Data Field	Use/Description
Data Field	How they are going to be used.

Table/View Name	Use/Description
Table/View	How they are going to be used.



Appendix A: CDOL MDM Access Checklist (Delete page if this agreement does not request CDOL MDM data)

**Information Access Checklist**  
for CDOL\_MDM data

This checklist should be used as part of a Data Sharing Agreement to access CDOL data. Make your selections by entering "Y" for data you are requesting in any of the colored cells. If a privilege does not apply to all orgs, specify the org types instead of "Y".

**Supporting Data Sharing Agreement:**

**Requesting Application:**

**Replace View(s):**

Provide same data

**Replace Account(s):**

Y/N	Entities and Organization Types	Ent ID
	Church Headquarters Entity	7
	CHQ Department (28)	
	DTA (Directors for Temporal Affairs) Entity	13
	Temporal Affairs Office (59)	
	Ecclesiastical Entity	1
	Area	
	Ecclesiastical/District	52
	District	
	Ecclesiastical/Stake	51
	Stake	
	Ecclesiastical/Ward & Branch	50
	Branch	
	Ward	
	FCH (Family and Church History) Entity	14
	Family History Center	
	MSS (Missionary) Entity	25
	Historic Site (31)	
	Mission	
	Missionary Training Center (26)	
	Temple Entity	36
	Temple	
	Audiovisual Entity	3
	CES (Church Education System) Entity	2
	Church Business Entity	6
	Church Schools Entity	8
	Curriculum Entity	12
	FRD (Finance & Records Department)	0
	Farm Management	2652
	Financial Reporting and Controls Entity	15
	First Presidency Entity	16
	Human Resource Entity	17
	ICS (Information and Commun Systems) Entity	18
	LDS Family Services Entity	21
	MMD (Materials Management) Entity	23
	MSR (Member and Statistical Records) Entity	24
	Office of General Counsel Entity	26
	Outside Organization Entity	27
	PEF (Perpetual Education Fund) Entity	28
	PFM (Physical Facilities Department) Entity	29
	Presiding Bishopric Entity	30
	Public Affairs Entity	32
	Quorum of Seventy Entity	33
	Quorum of the Twelve Entity	34
	Welfare Entity	38
	Other (specify below)	

Y/N	Organization Confidentiality		
	Sensitive		Official Name
			Addresses
	Private		

Y/N	Organization Status
	Pending
	Active
	Discontinued

Y/N	Org Attributes
	Default (see note)
	Org Name
	Entity
	E-mail address
	Mailroom code
	External system ID's
	Announced Date
	Creation Date
	Discontinued Date
	Meeting times

Y/N	Organization Addresses		
	Primary		Include Private
	Mailing		Include Private
	Shipping		Include Private
	Other (specify below)		
			Include Private

Y/N	Organization Phones		
	Office		Include Private
	Meetinghouse (hall)		Include Private
	Fax		Include Private
	Other (specify below)		
			Include Private

Y/N	Org Classifications		
	Include all Classifications		
	Specific classifications (specify below)		
			Restricted to
			Restricted to

New

ALSO NEED:  
Org Primary Materials Language  
Org Primary Location (e.g. country)  
Org Local Names  
Assignment Local Names

Y/N	Org Associations	Type Code
	Parent	1
	Area	NA
	Mission	2
	Temple	3
	Welfare Region	4
	MSR Office	5
	Billed Org	32
	Other (specify association type below)	

New

Y/N	Org Association Status
	Pending
	Active
	Historical

Y/N	Assignments	Type ID
	Primary Contact	
	Organization Leader	
	Other (specify position type below)	

Y/N	Assignment Confidentiality		
	Sensitive		Addresses
	Private		

Y/N	Assignment Status
	Pending
	Active
	Historical

Y/N	Assignment Attributes
	Default (see note)
	Membership ID
	Name
	E-Mail
	Pouch code
	Employee ID
	GIDS ID
	Dates
	Release reason
	ICR attributes
	Set apart by
	Ordination

Y/N	Assignment Addresses		
	Home		Include Private
	Work		Include Private
	Mailing		Include Private
	Other (specify below)		
			Include Private

Y/N	Assignment Phones		
	Work		Include Private
	Mobile		Include Private
	Home		Include Private
	Pager		Include Private
	Other (specify below)		
			Include Private