RASMI TIER 1A

EGNC Data Centre
Data, Analytics & Insight Office
Ministry of Transport and Infocommunications, Brunei Darussalam

For DAIO Use Only	
Version	v.1.1
Effective Date	
Ref No:	

SCHEDULE A | DATA SHARING REQUEST FORM (Multi User Data Sharing Agreement)

To be completed by Receiving Party	
Name of Government agency or organisation:	
Purpose: Identify the permitted purpose(s) and state the objectives of the personal data requested.	Select whichever is applicable (can be more than one): ☐ **Vital interests:** The disclosure is necessary to protect someone's life; ☐ **Public task**: The disclosure is necessary to perform a task in the public interest and the task has a clear basis in law or in the exercise of an official authority; ☐ **Public safety**: The disclosure is necessary to perform a task in the interest of public safety; ☐ **Public health**: The disclosure is necessary to perform a task in the public interest in the area of public health; ☐ **Public order:** The disclosure is necessary for any investigation or proceedings and to maintain peace and public order within Brunei Darussalam; ☐ **Legal obligation:** The disclosure is necessary to comply with a legal obligation under any written law; ☐ **Research purposes:** The disclosure is necessary for research or academic purposes; or ☐ The disclosure is in compliance with a related government issued guideline. If so, please specify: _____ State the objectives (and any relevant benefits) of requesting for the personal data. 1. 2. 3.
Frequency of data transmission:	☐ One-off. Start Date: _____ End Date: _____ ☐ Continuous/periodic sharing. Details of frequency*: _____ *Subject to availability of the data and only applicable for digital transmission.*

RASMI TIER 1A

EGNC Data Centre
Data, Analytics & Insight Office
Ministry of Transport and Infocommunications, Brunei Darussalam

For DAIO Use Only	
Version	v.1.1
Effective Date	
Ref No:	

Usage: State the usage of data:	Select whichever is applicable (can be more than one): ☐ **Auto Populated:** The data shared to be used to auto-fill-in the application form on the government systems; or ☐ **Reference:** The data shared to be used for the reference, only information relevant to the referral should be shared; or ☐ **Report & Statistics:** The data shared to be used for report development and statistics purposes; ☐ **Others,** please specify**: _____**
Data specifications: Please provide details of the data requested, including the data elements required in the attached separate list Appendix 1.	<table><tr><td>**No.**</td><td>**Data Element**</td><td>**Description**</td><td>**Format***</td></tr><tr><td>1</td><td></td><td></td><td></td></tr></table> **Please refer to Appendix 1 for data specification.** *Please state either one of the following formats: hardcopy, softcopy (please specify the file format required, e.g. MS Excel, PDF, etc), database integration or others (please specify).*
Remarks:	
Date required by:	

Declaration:

I, the undersigned, acknowledge that I have read the Guidelines on Personal Data Sharing and I agree:

1. To comply to the *Official Secrets Act (Chapter 153)* in relation to safeguarding official information;
2. To use the personal data received for the purpose/s stated above and not to disclose the information for any other purpose;
3. To take all appropriate technical and organisational measures to safeguard the personal data disclosed;
4. To retain the information for no longer than necessary for achieving such purposes, after which the information will either be returned to the Disclosing Party and/or be deleted in a secure and confidential manner; and
5. To comply with all relevant laws of Brunei Darussalam, where applicable.

Signed on behalf of Receiving Party	
Name of Responsible Officer:	

RASMI TIER 1A

EGNC Data Centre
Data, Analytics & Insight Office
Ministry of Transport and Infocommunications, Brunei Darussalam

For DAIO Use Only	
Version	v.1.1
Effective Date	
Ref No:	

Designation of Responsible Officer:	
NRIC:	
Signature of Responsible Officer:	
Date:	
Verified by: Name of head of agency or head of organisation. *	
Designation of verifier:	
NRIC:	
Signature of verifier:	
Date:	
Officers that process / exposed to the data:	**Officer 1**

Officer 1			
Name		NRIC	
Designation			
Unit / Company Name		Signature & Date	

Please refer to Appendix 2 for the List of officers.

* In the event that the head of agency or head of organisation delegates this authority to an authorised officer in writing, a copy of that delegation must be attached to the Data Sharing Request Form.

RASMI TIER 1A

EGNC Data Centre
Data, Analytics & Insight Office
Ministry of Transport and Infocommunications, Brunei Darussalam

APPENDIX 1

DATA SPECIFICATIONS:

No.	Data Element	Description	Format*
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Please state either one of the following formats: hardcopy, softcopy (please specify the file format required, e.g. MS Excel, PDF, etc), database integration or others (please specify).

EGNC Data Centre
Data, Analytics & Insight Office
Ministry of Transport and Infocommunications, Brunei Darussalam

RASMI TIER 1A

For DAIO Use Only	
Version	v.1.1
Effective Date	
Ref No:	

APPENDIX 2

OFFICERS THAT PROCESS / EXPOSED TO THE DATA:

Officer 1			
Name		NRIC	
Designation			
Unit / Company Name		Signature & Date	

Officer 2			
Name		NRIC	
Designation			
Unit / Company Name		Signature & Date	

Officer 3			
Name		NRIC	
Designation			
Unit / Company Name		Signature & Date	

Officer 4			
Name		NRIC	
Designation			
Unit / Company Name		Signature & Date	

Officer 5			
Name		NRIC	
Designation			
Unit / Company Name		Signature & Date	