



**California Rural Partnerships (CRP) Alliance  
Data Sharing Agreements and Memorandums of Understanding:  
Considerations for Development**

This document outlines key considerations when developing or negotiating data sharing agreements (DSAs) and Memorandum of Understanding (MOU). A DSA is a document that includes a detailed description of the ways that data is shared among two or more parties. A DSA can stand alone or be part of an MOU. An MOU is a written agreement that outlines the relationship between two or more parties. An MOU can but does not always include a DSA.

While this document is not meant to be comprehensive, it is designed to identify key decisions around data sharing for K–12, postsecondary, and workforce partners developing regional cross-sector pathways. The document highlights content areas typically found in a DSA or MOU and summarizes relevant information including what topics to consider for each institution/organization involved.

<b>Content Area</b>	<b>Information to Consider</b>
<b>Title</b>	<ul style="list-style-type: none"> <li>• Is this a DSA or an MOU?</li> </ul>
<b>Data Overview</b>	<ul style="list-style-type: none"> <li>• The nature and scale of information to be gathered, used, or made available</li> <li>• DSA/MOU time period</li> </ul>
<b>Legal</b>	<ul style="list-style-type: none"> <li>• Ethics, privacy, and confidentiality</li> <li>• Security (i.e., technical and procedural protections/contingencies)</li> <li>• Local, state, and federal compliance requirements</li> <li>• Other legal requirements</li> </ul>
<b>Ownership</b>	<ul style="list-style-type: none"> <li>• Who owns the data (e.g., institution, formal partnership, regional consortium, and/or funder)?</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Location of data</li> <li>• Data storage format and security</li> <li>• Data archiving, preservation, and disposal responsibility, schedule, and procedures</li> </ul>
<b>Access</b>	<ul style="list-style-type: none"> <li>• To whom will the data be made available?</li> <li>• What are the concerns about student, institution, consortium, and district confidentiality? What are the solutions?</li> <li>• Levels of access to different DSA/MOU stakeholders? What are the terms of the restrictions? Why are they in place?</li> </ul>
<b>Approval</b>	<ul style="list-style-type: none"> <li>• What departments in each organization need to approve the DSA/MOU?</li> </ul>

	<ul style="list-style-type: none"> <li>• Who will determine which staff receives access to data? On what timeline and process?</li> </ul>
<b>Resource Allocation</b>	<ul style="list-style-type: none"> <li>• Fund sharing arrangements and requirements</li> <li>• Fixed, variable, and recurring costs:             <ul style="list-style-type: none"> <li>○ Fees</li> <li>○ Personnel (including time, labor, and travel)</li> <li>○ Data infrastructure development</li> </ul> </li> <li>• Data infrastructure maintenance</li> </ul>
<b>Roles</b>	<ul style="list-style-type: none"> <li>• Delineate roles and responsibilities by organization:             <ul style="list-style-type: none"> <li>○ Data collection</li> <li>○ Data storage</li> <li>○ Data ownership</li> <li>○ Data management</li> <li>○ Data analysis</li> <li>○ Dissemination</li> <li>○ Accountability</li> </ul> </li> </ul>
<b>Dissemination</b>	<ul style="list-style-type: none"> <li>• To what extent and in what format will data be made available? To whom and on what timeline?</li> <li>• Will the data be shared with the public? If so, how and on what timeline?</li> </ul>
<b>Timeline</b>	<ul style="list-style-type: none"> <li>• DSA/MOU time period</li> <li>• Timeline associated with scope and roles (noted above)</li> <li>• Timeline for dissemination</li> <li>• Timeline restrictions on the release of data</li> </ul>

Note: some elements are purposefully repetitive under “Information to Consider.”