



DATA SHARING AGREEMENT (DSA) APPLICANT/RECIPIENT ROLE AND RESPONSIBILITIES

The Applicant is the individual, usually a contractor, who will have primary oversight and responsibility for the data.

- For projects involving subcontractors the Applicant on the Data Sharing Agreement Application (DSAA) must be an employee of the prime contractor.
- For projects with more than one prime contractor, a DSAA must be completed for each contracting organization that requires data for the project.
- The Applicant is referred to as the Recipient in the approved DSA.

Responsibilities:

- Agree to and sign a DSA once the DSAA is approved by the DHA Privacy Office.
- Ensure the project abides by the stipulations stated in the DSA.
- Request data and assume physical or contractual liability for preserving the data integrity.
- Provide and maintain accurate and complete responses to the DSAA.
- Notify the DHA Privacy Office of any changes to the data use, storage or disclosure as given in the DSAA.
- Ensure that Business Associate Agreement (BAA) requirements, if applicable, are fulfilled.
- Confirm that DHA breach notification and response procedures are followed in the event of potential or actual loss, theft, or compromise of data as outlined in DoD 5400.11-R, Defense Policy Memorandum (dated June 5, 2009), titled: Safeguarding Against and Responding to the Breach of Personally Identifiable Information (PII), as well as DHA Administrative Instruction Number 71, Defense Health Agency Response Team and Breach Response Requirements (June 6, 2014) (DHA AI 71).
- Submit a completed Certification of Data Disposition (CDD) to the DHA Privacy Office no later than 30 days after the expiration of the DSA.

