



THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE, PUBLIC SERVICE MANAGEMENT AND GOOD
GOVERNANCE
e-GOVERNMENT AUTHORITY

Document Title

Electronic Data Sharing and Exchange Guidelines

Document Number

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APPROVAL	Name	Job Title/ Role	Signature	Date
Approved by	Dr. Mussa M. Kissaka	Board Chairperson		01/07/20

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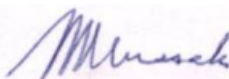
PREFACE

The global trend puts data as valuable resource for fostering economic as well as social development. Various Public Institutions generate data in the course of day-to-day execution of operations. The e-Government Act, 2019 emphasizes for a need to create primary data once and share it among Public Institutions that require them for their operations.

There is an increase in the usage of ICT systems in supporting business operations which leads to massive electronic data generation and movement from one system to another. With data being one of the major drivers of the 4th Industrial Revolution, it is of utmost importance to have in place defined mechanism to manage and control of electronic data sharing and exchange.

In this context, Section 49 of the Act requires e-Government Authority to issue technical standards and guidelines to be complied by public institution in the case of creation, capturing, storing, maintenance disposal, access and sharing of electronic data. Pursuant to this provision, the Authority has prepared this document to prescribe electronic data sharing and exchange guidelines to be used by all public Institutions.

It becomes apparent to provide a proper guidance on sharing of electronic data. Acknowledging the value of public sector data, these guidelines have been written to assist public institutions to share and exchange data efficiently and securely.



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Dr. Mussa M. Kissaka

BOARD CHAIRPERSON

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1. INTRODUCTION

1.1 Overview

The e-Government Authority (e-GA) is a public institution established by e-Government Act No. 10 with the mandate to coordinate, oversee, promote e-Government initiatives and enforce e-Government related policies, laws, regulations, standards and guidelines to public institutions.

1.2 Purpose

To provide guideline on electronic data sharing and exchange across public institutions.

1.3 Rationale

This document is developed to promote interoperability and integration of information systems while ensuring privacy and confidentiality.

1.4 Scope

This document shall be used by public institutions on electronic data sharing and exchange across the government or with other relevant stakeholders.

2. Electronic Data Sharing and exchange Guidelines

2.1. General Guidelines

A data custodian shall: -

- i. Adhere to provision of e-Government Act, its General Regulations and other relevant laws on data sharing and exchange.
- ii. Adhere to information classification policy of the data custodian.
- iii. Ensure that a valid data sharing and exchange agreement is in place when sharing data with a private entity or researcher.
- iv. Ensure that respective institutional data sharing agreement procedures (i.e MoU or DSA) are adhered to when sharing data between public institutions.

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- v. Adhere to data confidentiality, integrity and availability.
- vi. Ensure that sharing and exchange of data is done through approved media to ensure integrity and security.

2.2. Data access permission and control

2.2.1. Data Requestor

A data requestor shall: -

- i. Ensure that it provides a formal data sharing and exchange request to a data custodian.
- ii. Clearly identify which data is needed and for what purpose.
- iii. If data granted is to be shared to another institution by the data requestor, may not be shared further without the explicit permission of the data custodian.
- iv. If a data requestor is a private entity or research, they are required to renew the data sharing and exchange agreement upon its end by following the procedures set by the data custodian.
- v. Share the research findings and reports to the data custodian, in case data requested for research purposes.

2.2.2. Data Custodian

A data custodian shall ensure that: -

- i. Provides a data access form to be filled by the data requestor.
- ii. Have a catalogue of available data.
- iii. Assess the request and identify the primary source(s) of data that could be shared to data requestor.
- iv. Reject or withdraw a data request where deem necessary to do so.
- v. Only information which is relevant to the objectives of the current instance of data sharing should be shared.
- vi. Regularly update its data repository to ensure accuracy and consistency of data.

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- vii. Not later than forty-eight (48) hours from the time of update, transmit the updated changes into the data sharing and exchange platform. Provided that, updated changes concerning information that is of National, security or safety concern shall not be unreasonably delayed.

2.3. Data Sharing Agreement

The data sharing agreement shall: -

- i. Clearly specify type of data to shared.
- ii. Clearly specify the purpose (s) of requesting data.
- iii. Clearly state a scope of data usage to be limited only for intended purpose and not beyond without seeking permission from the custodian.
- iv. Provide information on any sanction that may be imposed if the terms and conditions of the agreement are not adhered to.
- v. Clearly specify the period (begin and end) of agreement.
- vi. Clearly describe the data shared format.
- vii. Clearly describe the events which can lead to termination of services by either party involved and the procedures in place for dealing with the data once the agreement is terminated or expired.
- viii. Clarify if access will be open or restricted and specify who the contact person will be to access the data.
- ix. Include the disclosure of information based on the Records and Archives Management Act No.3 of 2002.

2.4. Data sharing service charge

- i. Cost (if any) for provision of data/access to data must be clearly stated.

2.5. Data Retention and Disposal

With respect to data retention: -

- i. Shared data must be retained only while it is required to support the purpose of the data sharing. When it is no longer required, shall be disposed from electronic systems and/or paper copies must be securely

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destroyed based on the Records and Archives Management Act No.3 of 2002.

2.6. Data Security

Both data custodian and data requestor shall adhere to the following: -

- i. Information must only be shared on a need-to-know basis and treated with utmost confidentiality.
- ii. Data security measures to be employed during transferring, accessing, and storing of data should be followed in line with eGovernment Security Architecture – Standards and Technical Guidelines (**eGA/EXT/ISA/001**) and eGovernment Information Architectures – Standards and Technical Guidelines (**eGA/EXT/IFA/001**).

3. IMPLEMENTATION, REVIEW AND ENFORCEMENT

This document shall:

- 3.1 Effective upon being signed by the e-Government Authority Board Chairperson on its first page.
- 3.2 Subjected to review at least once every three years or whenever necessary changes are needed.
- 3.3 Consistently complied with, any exceptions to its application must duly be authorized by the Board Chairperson.

4. GLOSSARY AND ACRONYMS

4.1. Glossary

Data Sharing	Making data available to another organization under agreed conditions.
Data Exchange	A part of data sharing involving fixed, recurring transactions between parties, such as the regular exchange of data among Public Institutions. These exchanges are implemented with data exchange services.

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- Data Sharing Agreement** a formal arrangement between a data custodian and a data requestor that details conditions under which data is shared and used.
- Data Custodian** The agency or organization that collects or generates data for any purpose and is accountable and responsible for the governance of that data.
- Data Requestor** Is an organization that requests data.
- Data** Any information represented in electronic form. Information and data are used interchangeably.

4.2. Acronyms

API	Application Programming Interface
DSA	Data Sharing Agreement
e-GA	e-Government Authority
MoU	Memorandum of Understanding

5. RELATED DOCUMENTS

- 5.1.** e-Government Integration Architecture –Standards and Technical guidelines (eGA/EXT/ITA/001).
- 5.2.** e-Government Guideline (PO-PSM, 2017).
- 5.3.** e-Government Act No 10, of 2019.
- 5.4.** e-Government General Regulations of 2020.
- 5.5.** eGovernment Information Architecture – Standards and Technical Guidelines (eGA/EXT/IFA/001).
- 5.6.** eGovernment Security Architecture – Standards and Technical Guidelines (eGA/EXT/ISA/001).

6. DOCUMENT CONTROL

Version	Name	Comment	Date
Ver. 1.0	e-GA	Creation of Document	July 2021
Ver. 1.1	e-GA	Document Improvement	July 2022

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7. APPENDIX

7.1. Data Sharing Request Form

SNo.	To be completed by the data requestor	
1.	Name of organization/Institute/Authority/Agency requesting data:	
2.	Purpose of the data request:	
3.	Details of data use (Explain how the requested data would be used): -	
4.	Define the data requirements – Sample data requirements are provided below: -	
i.	Component on which information required	
ii.	Geographical area	
iii.	Time period	
iv.	Level of data - Aggregate or individual level	
v.	Indicators/Variables required	
vi.	Any disaggregation required	

Date: _____

Sign: _____

Name & Designation: _____

Institution: _____

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7.2. Data Sharing Individual Form

I, _____ (**data requestor name**), working as
_____ (Designation) in
_____ (Complete Name and Address of
Institution/ Organization), am/are involved in the study/analysis titled
“ _____ ” from _____ to _____ (time period).

I hereby declare that the data that I am provided access to, under the abovementioned study/analysis will be used only for the purpose of the work mentioned hereinabove and only in the manner that **[data custodian name]** authorizes and permits. I expressly acknowledge and agree that without prejudice to all available legal remedies, I am also liable to administrative action in case the data is used for any purpose beyond the scope of this study. I will not share the data with anyone or publish the research data without prior written consent/permission from **[data custodian name]** and shall maintain the confidentiality of all Confidential Information. I shall submit a copy of all the data files, analysis papers and reports generated as a part of this research to **[data custodian name]** at the end of the study/analysis. I will acknowledge **[data custodian name]** in all the publications that come out of this analysis/study.

(Signature)

Date: _____

Email: - _____

(Signature of the Head of Institution/Organization)

Name of the Head of Institution/Organization [Data Custodian]:

Date: _____

Official Seal: