Form F-1 V14.0

MINISTRY OF INFORMATION TECHNOLOGY, COMMUNICATION AND INNOVATION

SHARING OF DATA THROUGH THE INFOHIGHWAY PLATFORM

APPLICATION FORM

A. Subscriber – *(see Note 1 of Explanatory Notes)*

Applicant Agency			
Address			
Telephone No		Email	
Website			

B. Authorized Officer (Subscriber) – *(see Note 2 of Explanatory Notes)*

Name	Designation	Email Address	Contact No

C. Contact Persons (Subscriber) – *(see Note 2a of Explanatory Notes)*

Name	Designation	Email Address	Contact No

D. Publisher – *(see Note 3 of Explanatory Notes)*

Agency (Publisher)			
Address			
Telephone No		Email	
Website			

E. Authorized Officer (Publisher) – *(see Note 4 of Explanatory Notes)*

Name	Designation	Email Address	Contact No

F. Contact Persons (Publisher) – *(see Note 4a of Explanatory Notes)*

Name	Designation	Email Address	Contact No

G. Data Required from Publisher – *(see Notes 5 & 6 of Explanatory Notes)*

	Datasets or fields	Justifications or Purpose/s of request
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

(Attach annexure, if required)

H. Channel of Data Sharing – *(see Notes 8 of Explanatory Notes)*

☐ Portal ☐ Webservice/Adhoc request (machine to machine)

(Tick as appropriate)

I. Data Sharing with Third Party

The subscriber undertakes not to share data obtained from the Publisher with a third party, unless for compliance with any legal obligation to which the Subscriber is subject.

J. Agreement of Publisher and Subscriber – *(see Notes 5 & 7 of Explanatory Notes)*

J.1. The exchange and sharing of data between Publisher and Subscriber is governed by the following legislations, amongst others.

Legislation	**Sections *(Applicable, if any)***
The Cybersecurity and Cybercrime Act 2021	
Data Protection Act 2017*	
Electronic Transactions Act	8A
Information and Communication Technologies Act	
Civil Status Act	17A(2)(a), 17A(2)(b) and 17(B)
Business Registration Act	14(1A)(a) and (b)
Immigration Act	9D(5)(a) and (b), 9F
Non-citizens (Employment Restriction) Act	

*The exchange of information on a need-to-know basis between Ministries, Government departments and public sector agencies is **exempted from the Data Protection Act 2017 under sections 3(4)(a) and 28(1)(b)**. Nevertheless, publishers and subscribers must comply with their obligations under the Data Protection Act 2017, as per Annex 1.

J.2. We, Subscriber and Publisher, do hereby agree to comply with the terms and conditions as set out above and *Notes 1 to 9* of the Explanatory Notes.

Subscriber	***Publisher***
Officer's Name:	**Officer's Name:**
Designation:	**Designation:**
Signature:	**Signature:**
Date:	**Date:**

For Office Use Only ***Ref.:***_____

After examination, the request for sharing of data at section E. Data Required from Publisher between _____ _____as Publisher and _____as Subscriber has been approved by the InfoHighway High Level Management Team Meeting which was held on_____ .

1. _____
2. _____
3. _____
4. _____

……

(Chairperson)

EXPLANATORY NOTES

FOR THE SHARING OF DATA THROUGH THE INFOHIGHWAY PLATFORM

Note 1

A Subscriber is a Ministry/Department or entity wishing to have data from another Ministry/Department or entity.

Note 2

An Authorized Officer of the Subscriber should be an officer not below the grade of Deputy Permanent Secretary.

Note 2a

Contact persons of the Subscriber should be resource persons (preferably technical people) to be contacted by the InfoHighway Team for implementation and follow up of their request.

Note 3

A Publisher is a Ministry/Department or entity having data to share with another Ministry/Department or entity.

Note 4

An Authorized Officer of the Publisher should be an officer not below the grade of Deputy Permanent Secretary.

Note 4a

Contact persons of the Publisher should be resource persons (preferably technical people) to be contacted by the InfoHighway Team for implementation and follow up of the request.

Note 5

1. Registrations of Controllers and Processors.
    a. In *accordance with the Data Protection Act 2017, subject to section 44, no person shall act as a controller or processor unless he or it is registered with the Data Protection Office.*
    b. *The registration as a controller or processor will be for a period not exceeding 3 years and on the expiry of such period, the relevant entry will be cancelled unless the registration is renewed not later than 3 months before the date of its expiry.*
2. *Where the purpose/s of keeping personal information has/have lapsed, the Publisher must destroy such data as soon as reasonably practicable, unless retention of such data is required in compliance with any legal obligation.*
3. *Where a Subscriber determines the purposes and means of the processing of personal data and takes decision with regard to the processing of such data, the Subscriber shall be considered to be a Controller in respect of that processing.*
4. *Please refer to Annex 1 regarding obligations on Controllers (acting as Publishers) and Processors (acting as Subscribers) under the Data Protection Act 2017.*

Note 6

The Data Required from Publisher by the Subscriber is usually in the form of datasets or information pertaining to a field or set of specific fields only. For example, an institution referred to as the Subscriber may require only the field "ID number" of a citizen from a Publisher to confirm the identity of the citizen. On the other hand, another institution may require a list of citizens with specific fields e.g. name of citizen, ID number, full residential address, date, etc.

Note 7

Where *the purpose/s of sharing data through the InfoHighway Platform has/have lapsed, or, there is a change in any of the particulars of the approved data sharing request, the Publisher and Subscriber, shall within 14 days, notify the InfoHighway High Level Management Team.*

Note 8

The InfoHighway provides for a number of Channels of Data Sharing depending on the purpose or use of information to be made of by the Subscriber. The following three Channels of Data Sharing are supported by InfoHighway for the sharing of information:

Portal	This is a specially designed website where a Subscriber's user logs in and can search for some data in real time.
Webservcie/adhoc request (machine to machine)	A piece of software that is available on the network to the Subscriber using standardized messaging systems. The Subscriber's software can be integrated with the Web Service so that real time searches of data are possible.

Note 9

After approval of a request by the High-Level Management Team, the Subscriber and Publisher will have to implement the request within six months.

Note 10 – InfoHighway (IH) – Security guidelines for Publishers and Subscribers

1. **Purpose of this document**

The Subscriber and Publisher of the InfoHighway (IH) connection are responsible for the security of their respective in-house application systems and should ensure, amongst others, that:

a) only the required fields / data set, which are relevant to the specified purpose/s, are provided for transfer from the Publisher;

b) the in-house IT infrastructure of the Subscriber accessing the obtained data is secured with the appropriate organizational and security measures.

This document contains security guidelines to be implemented by the Publisher and the Subscriber.

2. Security guidelines for Subscriber

a) Subscriber should keep an audit trail:
   i. Subscriber should monitor all access to the published data (for example, InfoWatch dashboard can be used to monitor live traffic);
   ii. Subscriber should ensure its in-house Application System has audit trail featured to monitor user access to the obtained data;
   iii. Audit trails should be protected from unauthorized access.

b) Subscriber should ensure that the connection with InfoHighway is encrypted.

c) Ensure that the in-house IT infrastructure accessing the obtained data is secured with the appropriated organizational and security measures, such as:
   i. Adequate physical access control measures must be implemented;
   ii. A clear desk policy should be implemented to avoid keeping working papers, passwords or any sensitive documents when office is left unattended;
   iii. Anti-malware software is installed and updated with the latest virus definitions;
   iv. Prior to disposal or destruction of equipment and storage media containing the obtained data, checks for existence of these sensitive data should be carried out and the data removed accordingly.

3. Security guidelines for Publisher

a) The Publisher must ensure that only the required fields / data set, which are relevant to the specified purpose/s, are provided for transfer, and:
   i. database views are used for retrieving data from, instead of granting direct access to the database tables
   ii. 'Read Only' access rights are given to the Publisher's database views from which data is to be retrieved

b) Publisher should ensure that the connection with InfoHighway is encrypted.

c) Publisher should keep an audit trail:
   i. Publisher should monitor all access to the published data (for example, InfoWatch dashboard can be used to monitor live traffic);
   ii. Audit trails should be protected from unauthorized access.

d) Ensure that the IT infrastructure hosting the data to be published is secured with anti-malware that is regularly updated with latest virus definitions.

e) User account created for the data transfer (user account on the database view) should be used solely for that purpose and its access to shared data monitored regularly using audit trails.