

## **Information Exchange Agreements**

Information Exchange Agreements should be considered legally binding agreements. As with any legal documents both parties should consult legal counsel before implementing. Agencies exchanging Criminal Justice Information (CJI) must have signed written agreements between them documenting the extent of their interaction and the relevant security policies and procedures in place between them to ensure appropriate safeguards. The purpose of this document is to establish and enforce Security Control of the access and use of the Law Enforcement Automated Data System (LEADS) and CJI.

Before exchanging LEADS/CJI, agencies shall put formal agreements in place that identify security controls. Communications mediums must be protected at all times. Communication mediums can take many forms such as instant messages, electronic mail, hard copy, facsimile, web services and information systems sending, receiving and storing LEADS/CJI.

There are multiple avenues that should be considered when drafting an Information Exchange Agreement

Information Exchange; the agreement should outline the roles, responsibilities, and data ownership between agencies and any external parties.

Information Handling; agencies should establish procedures for handling and storage of information to protect it from unauthorized disclosure, misuse or alteration.

As a reminder – Security requirements as set forth by the security policy are considered a starting point. Agencies are encouraged to develop local policies and procedures to further protect LEADS/CJI.