



**DIRECTORATE GENERAL HEALTH SERVICES
KHYBER PAKHTUNKHWA**

Old Fata Secretariat Warsak Road, Peshawar. Phone # 091-9212339, E-Mail: dhiskpk@gmail.com

No. 1345-48

Dated: 21 /08/2026

OFFICE ORDER

All concerned officers/officials of DHIS for strict compliance.

Subject: PROCEDURE FOR SHARING/DISCLOSURE OF OFFICIAL DATA

In order to ensure the confidentiality, integrity, security, and controlled dissemination of official data maintained, processed, generated, or accessed through the District Health Information System (DHIS), and to establish a uniform and transparent mechanism for responding to requests for official data, the following instructions are hereby issued for strict compliance by all concerned officers/officials:

1. **No official data**, including DHIS data, health-related datasets, reports, analytical outputs, databases, extracts, records, or any other information maintained or accessed by the Directorate, shall be shared, disclosed, transmitted, disseminated, or otherwise made available to any person, office, department, organization, institution, development partner, donor agency, or other entity **without prior approval of the Director General Health Services, Khyber Pakhtunkhwa**.
2. All requests seeking provision, sharing, extraction, compilation, or dissemination of official data shall invariably be **submitted in writing to the Office of the undersigned** through the prescribed official channel. No officer/official shall entertain or process a request for data sharing at his/her own level or make any commitment regarding provision of data without prior authorization.
3. Upon receipt of a formal request, a **proper office note/case shall be initiated** by the DHIS Cell. The case shall clearly indicate the particulars of the requesting entity, purpose and justification of the request, nature and scope of data required, relevant reporting period, level of disaggregation, intended use, and any other information considered necessary for examination of the request.
4. After due examination of the request, the case shall be processed through the prescribed channel for obtaining the **express approval of the Director General Health Services, Khyber Pakhtunkhwa**, wherever required, before any data is released or shared.
5. **No data shall be released, communicated, transmitted, copied, extracted, uploaded, emailed, electronically transferred, or otherwise disclosed** to any requesting party until the requisite approval has been obtained in writing from the competent authority.
6. In cases where data is requested by another Government Department, Directorate, public sector organization, development partner, research institution, or any other stakeholder, the same procedure shall apply. **Verbal requests or informal communications shall not constitute authorization for sharing official data.**
7. Officers/officials responsible for data management, data analysis, database administration, IT operations, network management, reporting, user management, and technical support shall exercise due diligence in safeguarding official data and shall ensure that access to and dissemination of data remains strictly within the scope of their authorized functions.
8. Where approval for data sharing is accorded, the concerned officer/official shall ensure that **only the approved dataset/information is shared**, strictly for the approved purpose and with the authorized recipient. Any subsequent request for additional data, different datasets, expanded scope, or any other purpose shall require fresh approval through the prescribed procedure.

**DIRECTORATE GENERAL HEALTH SERVICES
KHYBER PAKHTUNKHWA**

Old Fata Secretariat Warsak Road, Peshawar. Phone # 091-9212339, E-Mail: dhiskpk@gmail.com

9. All concerned officers/officials shall maintain appropriate records of approved data-sharing requests and ensure that data is transmitted through official and secure channels, in accordance with applicable Government policies, instructions, and information-security requirements.
10. Any unauthorized sharing, disclosure, extraction, transmission, or dissemination of official data shall be viewed seriously and may attract administrative/disciplinary action under the relevant rules and instructions of the Government.

All officers/officials concerned are hereby directed by the undersigned to strictly adhere to and ensure compliance with the above instructions in letter and spirit. Any deviation from the prescribed procedure shall be the responsibility of the concerned officer/official.



(Dr. Majid Salim)
Director, DHIS
Directorate General Health Services
Khyber Pakhtunkhwa

21/8/2016

Copy forwarded for information to:

1. Director General Health Services, Khyber Pakhtunkhwa.
2. Deputy Director (IT), Health Department, Khyber Pakhtunkhwa.
3. PS to Secretary Health, Health Department, Khyber Pakhtunkhwa.
4. Office File.