

# 7 Minute Briefing : Information Sharing

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## Remember

*“Confidentiality does not mean secrecy”*

HM Government Guidance July 2018 contains further resources and easy to follow flowchart:

[Information sharing advice practitioners safeguarding services.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/354211/Information_sharing_advice_practitioners_safeguarding_services.pdf)

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## Why?

Sharing information is an intrinsic part of any practitioner role. Decisions about how much information to share, with whom and when, can be a minefield. Information sharing helps to ensure that an individual receives the right services at the right time.

In some situations, sharing information can be the difference between life and death.

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## Importance

Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect.

Every practitioner must take responsibility for sharing the information they hold, and cannot assume that someone else will pass on information, which may be critical to keeping a vulnerable person safe.

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## Principles

- ❖ Necessary and Proportionate
- ❖ Relevant
- ❖ Adequate
- ❖ Accurate
- ❖ Timely
  - ❖ Secure
  - ❖ Recorded

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## Record Keeping

Good record keeping is a vital part of good practice. Your records should clearly indicate what you are concerned about and what you have done about it.

All information sharing decisions and reasons must be recorded in line with your organisation or local procedures.

If you are unsure about how or when to share information, seek advice.

- ❖ Identify how much information to share
- ❖ Distinguish fact from opinion
- ❖ Ensure that you are giving the right information to the right individual
- ❖ Ensure where possible that you are sharing the information securely
- ❖ Where possible, be transparent with the individual, informing them that that the information has been shared, as long as doing so does not create or increase the risk of harm to the individual.

## How?

## When?

Consider the following questions to help decide if and when to share:

- ❖ Is there a clear legitimate purpose?
- ❖ Do you have consent?
- ❖ Does information enable individual to be identified?
- ❖ Is there a lawful reason to share without consent?



# 7 Minute Briefing : 7 Golden Rules (Information Sharing)

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Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

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General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.

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Be open and honest with individuals and/or their family where appropriate from the outset about why, what, how and with whom information will, or could be shared with. Seek agreement unless it is unsafe or inappropriate.

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**Ensure that:**

- information is necessary for the purpose for which you are sharing it;
- is shared only with those individuals who need to have it,
- is accurate and up-to-date;
- is shared in a timely fashion; and
- is shared securely



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Seek advice from other practitioners, or your information governance lead if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible

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Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.

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Where possible, share information with consent, and respect wishes of those who don't consent. Under GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so. You need to base your judgement on facts. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.