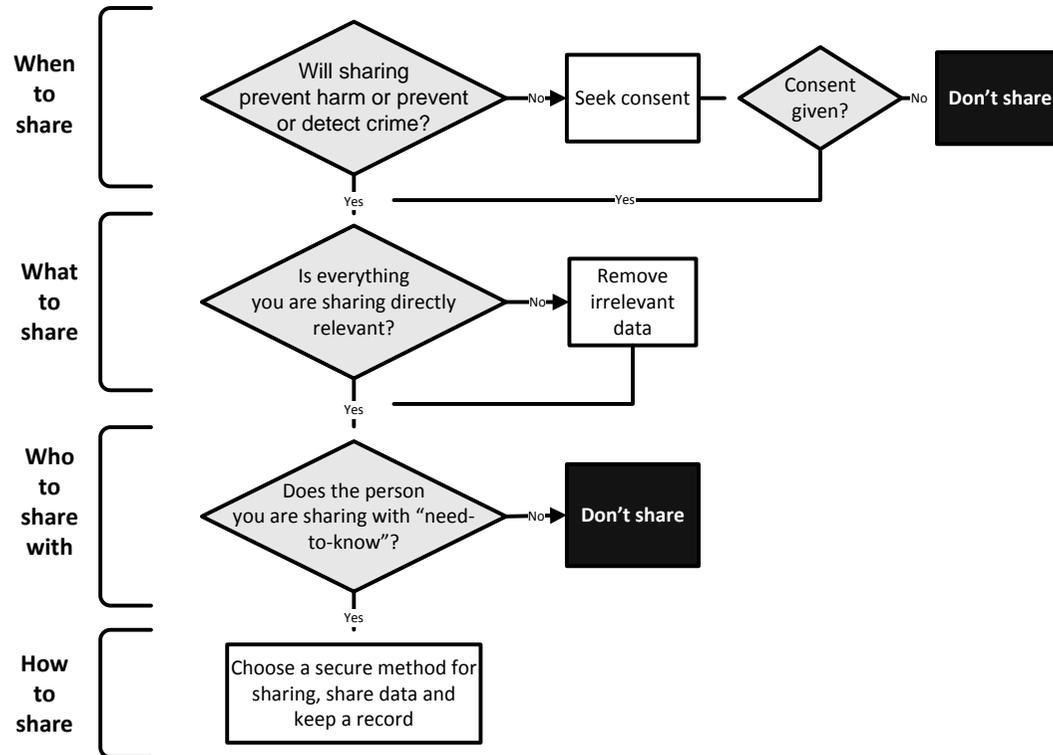


Information Sharing Overview

If there is a need to share information:



1. Is consent required? Decide whether sharing will prevent harm or will assist in the prevention or detection of crime (or meets any of the other exemptions described in the Data Protection Act). If sharing is done for these reasons, consent will not be sought.

2. If consent is sought. If sharing is required, but not for the reasons noted above, consent should be sought. If consent is not given, information must not be shared.

3. The need-to-know. If information is shared, with or without consent, it must only be shared with people who have a need-to-know. This means they must have a public agency function (including commissioned services from the third sector) and need the shared information in order to do their job.

4. Relevance. Only information directly relevant to the particular purpose of this instance of data sharing is to be shared.

5. Proportionality. The least amount of information should be shared to meet the purpose of this instance of sharing.

6. Method. A secure method for sharing information must be used.

7. Records. Practitioners must keep a record of what is shared, when, who with, how it is shared and the purpose.

This leaflet is produced by the Highland Data Sharing Partnership (HDSP). The HDSP is one of 14 Partnerships across Scotland. The aim of the HDSP is to facilitate consistent and secure data sharing within the Partnership area.

This leaflet provides a summary of the information presented in the *Information Sharing Procedures* produced by the HDSP.

Copies of this document are available on local agency Intranet sites.

Should there be an identified need, this leaflet will also be made available in Braille and languages other than English.

This guidance applies to the sharing of data between agencies (for example, between the NHS and the Police) and to sharing between services (for example, between education and social work services within a single council).

This guidance does not apply to the sharing of data within a single service (for example, sharing information about a child between a class teacher and guidance teacher).

“Data” means information in written, electronic or any other form.

This leaflet provides overarching guidance on data sharing. This is underpinned by professional guidance on specific areas of information sharing.



Data Sharing

Guidance for Practitioners

A guide to sharing information between agencies and services

