

The seven golden rules to information sharing

(adapted from Information sharing: Advice for practitioners providing safeguarding services to children, young people parents and carers (2018))

1. **Data protection law and human rights do not stop information being shared** - they provide the structure around how it should be shared.
2. **Be open and honest** about **why** you need to share the information, **what** you are going to share, **how** you will do it and **who** you are going to share it with. Unless it is not safe or inappropriate to do so you must **seek the person's agreement** to this.
3. **If you are worried** about sharing information **seek advice** from your Designated Safeguarding Lead or a member of the Senior Leadership Team.
4. Where possible **share information with consent**. There are occasions where consent is not required, namely if you are worried that a child is at risk or a crime is going to be or has been committed. Where information is shared or requested (either with or without consent) **make sure you are clear why you decided to share it**, and equally why you decided not to share information if that is the case. Where you do not have consent bear in mind that the individual may not expect information to be shared.
5. Decisions to share information should include **consideration of the safety and well-being** of the person who you are sharing information about and others who may be affected by what happens.
6. Make sure that you share only information that is **necessary** for the purpose for which you are sharing it, that it is only **shared with people who need to know**, that it is **up to date**, shared **securely** and that it is done **in a timely way**.
7. Make sure you **record** your decision whether to share information or not and the reasons for your decision. The record should also show what you have shared, with whom and why.