

7 Minute Briefing: 7 Golden Rules (Information Sharing)



7

What to do

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.

See: **Information Sharing 7 minute briefing**

1

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.

6

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.
- Is shared securely.

2

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 appropriate.

5

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

4

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.

3

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.