

7 Minute Briefing: 7 Golden Rules (Information Sharing)



7

Remember

“Confidentiality does not mean secrecy”.

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

Also see: **Information Sharing – 7 Golden Rules 7 Minute Briefing**

1

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.

6

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.

2

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.

5

How?

- 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 the information has been shared, as long as doing so does not create or increase the risk of harm to the individual.

4

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?

3

Principles

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