

# 7 Rules for Information Sharing.

1	<p><b>Remember that the Data Protection Act 2018 and human rights law are not barriers to justified information sharing</b> but provide a framework to ensure that personal information about living individuals is shared appropriately and people can identify what is appropriate in different circumstances.</p>
2	<p><b>Be open and honest with the individual</b> (and / or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.</p>
3	<p><b>Seek advice from other practitioners</b> if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.</p>
4	<p><b>Share with informed consent where appropriate</b> and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. Informed consent is consent where the individual has been provided with all the information necessary for them to understand what they are consenting to.</p>
5	<p><b>Consider safety and well-being:</b> 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.</p>
6	<p><b>Necessary, proportionate, relevant, adequate, accurate, timely and secure:</b> Ensure that the information you share 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.</p>
7	<p><b>Keep a record of your decision and the reasons for it:</b> 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.</p>

**If we take into consideration all of the above then we should stay within the law and still be able to carry out your safeguarding duties.**