



## Information sharing **checklist**

**By sharing information we work better together and the WiSC encourages the appropriate sharing of information between agencies.**

If you cannot identify an individual from the information you are planning to share then you are free to share.

However, if the information identifies someone please use this checklist to help you determine that it is safe to share the information.

### **Why do you need to share?**

- It is in the person's best interests and will help protect them from harm.
- To make sure the person has access to all the services and organisations they need to improve their quality of life.
- To allow one or more of the partner organisations to fulfil their legal requirements.

### **Can you share?**

- There is a legal basis for sharing – eg prevention and detection of crime.
- Any restrictions about the use of the information are clearly recorded.
- Sharing information will prevent serious harm to the person but consent to share cannot easily be obtained.
- You have explained the need to share the information to the person or their representative.
- The person understands how their information will be used and/or has given their consent to share.

### **Who will you share with?**

- You know all the partner organisations who will have access to the information.
- You have told the person or the representative who their information will be shared with.
- Partners accessing the information have signed up to the WiSC and/or are part of an information sharing agreement.
- For confirmation go to [www.wiltshire.gov.uk/wisc](http://www.wiltshire.gov.uk/wisc)

### **What do you need to share?**

- You will only share the minimum information needed to provide the best service or care.
- Information shared will be adequate, relevant and excessive information will be removed or redacted.
- You are only sharing accurate and up-to-date information.
- The person has been told what information you will be sharing.

### **How will you share?**

- A secure process for sharing information has been agreed and recorded or is covered by an existing Personal Information Sharing Agreement. For confirmation go to [www.wiltshire.gov.uk/wisc](http://www.wiltshire.gov.uk/wisc)
- You are satisfied that information will be held securely and only authorised people will have access to it.
- Appropriate physical and technical security measures are in place to safeguard the information.

You do not need to check every box in order to share information but you should keep a record of the checks you used to inform your decision to share. This should be retained in the person's case file.

More detailed guidance notes supporting these prompts can be found in the WiSC toolkit which is available at: [www.wiltshire.gov.uk/wisc](http://www.wiltshire.gov.uk/wisc) Collectively they will help ensure information sharing adheres to the

8 principles of the Data Protection Act and other relevant legislation.