



Information sharing – an introduction

Children's Workforce Induction

Andy Dixon

Information Governance Team



Information

- Information is key to what we do
- Information security must underpin the way we handle information
- CIA
 - Confidentiality, Integrity and Availability



GDPR/Data Protection Act 2018

- Personal data must be used:
 - Fairly and lawfully
 - Limited, specifically stated purposes
 - Accurate
 - Kept safe and secure



Information sharing

- Sharing = disclosing
- Disclosure must comply with DPA/GDPR
- Routine sharing (under an agreement)
- Ad-hoc sharing



Routine sharing

Information sharing agreement

- The reason for sharing
- What information can be shared
- How that information can be shared & with whom

Privacy Notice

- Communicate all of the above



Ad-hoc sharing

- Consent or specific permitted reason (safeguarding)
- The best interests of the data subject
- Only disclose what is necessary on a need to know basis
- Involve parents/guardians/ 3rd parties where appropriate
- Record the reasons for decision to share or, not



Scenarios

- Do I share or not?
- How much information do I share?
- What else should I do?



Scenarios

- You receive a request from the DfE for a monthly breakdown of schools admissions data for the last year?
- A Police officer contacts you, he has some concerns about a young person in the Borough and wants all the information we hold on them



Scenarios

- An officer from another LA asks for information about a service you provided to a young person, as they have recently moved into their Borough.
- A relative of a young person has some concerns about their welfare and would like a copy of a CP Plan so they can check that the information is complete and correct
- A care leaver asks you for a copy of their care records



Caldicott Principles

1. Justify the purposes for each use of identifiable information
2. Don't use identifiable information unless necessary
3. ...and use the minimum amount necessary
4. Access to be on a strict need-to-know basis
5. Everyone is to be aware of their responsibilities
6. ...and understand and comply with the law
7. Duty to share can be as important as duty to protect confidentiality

Merton's Caldicott Guardian is currently under review



Oops!

- Mistakes do happen and breaches occur
- **Act quickly**
- **Manage situation**
- **Be open and transparent**
- **Learn from mistakes**



Security

- Use passwords & lock computer screen
- Follow clear desk policy
- Check you can disclose information
- Use secure transfer methods
- Only share what you need to
- Dispose of personal data securely



To remember

- The Caldicott Principles
- Do the *Protecting Information* training or equivalent
- Ask what ISA and privacy notices are in place – Who, why, what & how
- Ask questions and report incidents



More information

-For staff in Children's Trust Organisations

- Information Sharing www.merton.gov.uk/mwbm-is.htm
- Secure exchange www.merton.gov.uk/mwbm-secure-exchange.htm

-For Merton council staff

- <http://intranet/informationgovernanceteam>
- http://intranet/transferring_information
- <http://intranet/information-governance>
- <http://intranet/is-policy>
- <http://intranet/it-policy>

Any questions?