

The Seven Golden Rules to Sharing Information



The GDPR, Data Protection Act 2018 and Human Rights law are not barriers to justified information sharing

The legislation provides a framework to ensure that personal information about living individuals is shared appropriately.



Be open and honest with the individual from the outset

Explain 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.



Seek advice from other practitioners or your lead if you are in any doubt about sharing the information

And where possible do not disclose the identity of the individual



Where possible, share information with consent and where possible, respect the wishes of those who do not consent

You may share information without consent if there is a lawful basis to do so (such as where safety may be at risk). Base your judgment on the facts of the case and when you are sharing or requesting information be clear on the rationale for doing so.



Consider safety and well-being

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.



Necessary, Proportionate, Relevant, Adequate, Accurate, Timely, Secure

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.



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.