

Information Sharing

Background: Sharing information is crucial to safeguarding children, young people & adults at risk. Poor information sharing is repeatedly flagged up as an issue in Serious Case Reviews. In some SCRs, information sharing has happened, but practitioners have not checked that their meaning has been understood, so information has been over/under-emphasised. The relevant legislation in Jersey is the Data Protection (Jersey) Law 2018 and the EU General Data Protection Regulations (GDPR). These place duties on individuals & organisations to process personal information lawfully.

Why It Matters: Fears about information sharing cannot be allowed to stand in the way of the need to safeguard children, young people and adults at risk. Every practitioner must take responsibility for sharing the information they hold if they have concerns about a child or adult at risk. No practitioner should assume that someone else will pass on information which may be critical to keeping a child safe. **The most important consideration is whether sharing information is likely to safeguard and protect the child or adult at risk.**

Consider: How do you share information? What do you consider to be legitimate reasons to share information? Do you always record when you have requested or shared information, with the reasons why? Do you record when you have declined to share information, with the reasons why? Are you familiar with your organisation's information sharing policy?

What To Do: The 7 Golden Rules:

1. Data protection legislation is not a barrier to information sharing where it is justified
 2. Be open and honest
 3. Seek advice
 4. When possible, seek consent
 5. Consider safety and wellbeing
 6. Necessary, proportionate, relevant, adequate, accurate, timely and secure
 7. Keep a record of your decision & reasoning
- If there is any doubt, seek advice from your Safeguarding Lead or your organisation's Data Controller.

Further guidance is available at <https://safeguarding.je/policies-strategies/>



How to share:

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

Information: Follow the six principles of good information handling in the Data Protection (Jersey) Law 2018. Information must be:

1. Used lawfully, fairly and transparently
2. Used for specified, explicit and legitimate purposes
3. Used in a way that is adequate, relevant and limited to only what is necessary
4. Accurate and, where necessary, kept up to date
5. Kept for no longer than is necessary
6. Kept securely

Is there a clear & legitimate purpose for sharing?

- Yes –see next question
- No –do not share

Do you have consent to share?

- Yes –you can share but should consider how
- No –see next question

Does the information enable an individual to be identified?

- Yes –see next question
- No –you can share but should consider how

Have you identified a lawful reason to share information without consent?

- Yes –you can share but should consider how
- No –do not share