WORKING TOGETHER TO SAFEGUARD PEOPLE

Llywodraeth Cymru
Welsh Government

Information Sharing to Safeguard Children and Adults

01 **REMEMBER THAT THE GENERAL DATA PROTECTION REGULATION (GDPR), DATA PROTECTION ACT 2018** and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.

02 **BE OPEN AND HONEST** with the individual (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.

03 **SEEK ADVICE** from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.

04 **WHERE POSSIBLE, SHARE INFORMATION WITH CONSENT**, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk.

You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.

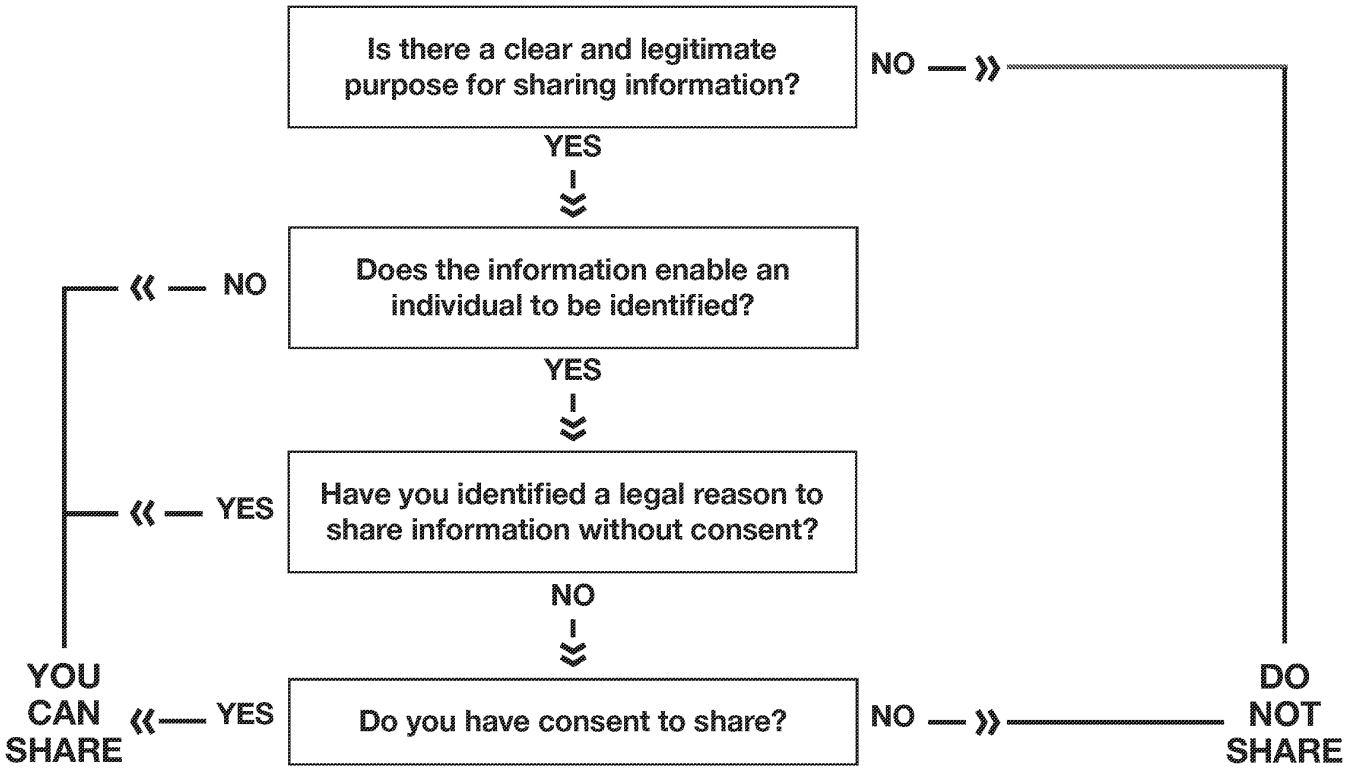
05 **CONSIDER SAFETY AND WELL-BEING:** base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.

06 **NECESSARY, PROPORTIONATE, RELEVANT, ADEQUATE, ACCURATE, TIMELY AND 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 (see principles).

07 **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.

LOCAL CONTACTS

When and how to share information



Share information:

- » 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, you are sharing the information securely.
- » Inform the individual that the information has been shared, if they were not aware of this as long as this would not create or increase risk of harm.

Record the information sharing decision and your reasons in line with your organisation or local procedures.

If there are concerns that a child or an adult is at risk then follow the relevant safeguarding procedures without delay.

Seek advice if unsure what to do at any stage and ensure that the outcome of the discussion is recorded.

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