

INFORMATION SHARING & CONSENT

You are asked to, or wish to, share information

Is there a clear and legitimate purpose for sharing information?

NO

YES

Does the information enable the person to be identified?

NO

YES

Is the information confidential?

NO

YES

Do you have consent?

YES

NO

Is there sufficient public interest?

YES

YOU CAN SHARE

NO

DO NOT SHARE

NOT SURE

SEEK ADVICE

Share information:

- Identify how much information to share
- Distinguish fact from opinion
- Ensure you are giving the right information to the right person
- Ensure you are sharing information securely
- Inform the person that the information has been shared if they were not aware of this and it would create increased risk of harm

Record the information sharing decisions and your reasons, in line with local agencies or procedures

If there are concerns that a child may be at risk of significant harm or an adult may be at risk of serious harm, then follow the relevant procedures without delay. Seek advice if you are not sure what to do at any stage and ensure that the outcome of the discussion is recorded.