

Information/Data Sharing Decision template

For recording Caldicott Guardian queries / advice / information sharing decisions

What is the issue in question?

What pieces of law have been considered? (e.g. Data Protection Act, Common Law etc)

What professional guidance has been considered? (e.g. General Medical Council)

How have the Caldicott Principles been considered and satisfied?

1. Justify the purpose (s)
2. Don't use personal confidential data unless it is absolutely necessary
3. Use the minimum necessary personal confidential data
4. Access to personal confidential data should be on a strict need-to-know basis
5. Everyone with access to personal confidential data should be aware of their responsibilities
6. Comply with the law
7. The duty to share information can be as important as the duty to protect patient confidentiality.

Who have I talked to? (Including professionals, sources of advice, the individual or their relatives)

Is the information presented sufficient to make a decision or is more needed? Is urgency a factor?

What is the rationale for the decision? (How are the different factors involved being considered)

What is the decision?

(Including: how it is to be implemented & whether it has been shared with the individual(s))