

## **Early Support Multi Agency Panel Information Sharing Agreement**

As a member of the Multi Agency Panel I agree to adhere to the information sharing protocol outlined below. The protocol embraces Government guidance for information sharing, including the seven golden rules.

**Confidential Information – is personal, sensitive, not already in the public domain and shared in confidence. It can be shared if authorised by the person who provided it or to whom it relates.**

**It can be shared unauthorised if justified in the public interest and only with the agencies which need to know for the purpose of safeguarding or other legitimate purposes**

For example:

- if evidence exists of, or there is reasonable cause to believe, that a young person is suffering or at risk of suffering significant harm;
- or an adult is suffering or at risk of suffering serious harm.
- or to prevent significant harm to children or serious harm to adults.

***NB: - in these cases you would need to contact the Police or Local Authority Children's Social Care, Duty and Advice team without delay.***

- Remember that the Data Protection LEGISLATION (GDPR and Data Protection Act 2018) is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
- Be open and honest with the person and their family where appropriate. From the outset talk 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.
- Seek advice if you are in any doubt about sharing information with your line manager.
- Share information with consent (where appropriate) and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if there is another lawful basis for doing so,. You will need to base your judgement on the facts of the case.
- Consider safety and wellbeing; base your information sharing decisions on considerations of the safety and wellbeing of the (young) person (requiring the additional support) and others who may be affected by their actions.
- **Necessary, proportionate, relevant, 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 people who need to have it; is accurate and up to date, is shared in a timely and secure way.

**Note:** It is important to share as much information as appropriate so that the Early Support Multi Agency Panel can make an informed decision about the best course of action and most appropriate intervention for a child/family.

- Always use a secure email system to share information. Documents will be shared using the Early Support Multi Agency Panel SharePoint site. Members of the Panel will have the facility to download referrals, relating to families they will be supporting following the Panel meeting.
- Always password protect your computer and keep paper files locked in a secure place.

- 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. Include in your notes who you involved in the decision to share/not share.

Lawful bases for processing personal data:

- The lawful bases for processing are set out in Article 6 of the GDPR. At least one of these must apply whenever you process personal data:
- **(a) Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.
- **(b) Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- **(c) Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations).
- **(d) Vital interests:** the processing is necessary to protect someone's life.
- **(e) Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- **(f) Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

Please see the [government guidance on information sharing for frontline practitioners](#) working with children and young people, from July 2018 for further guidance.