



**South Tyneside
Safeguarding Children
Partnership**

Multi-agency Information Sharing Agreement (Children)

Date of Implementation:	September 2020
Date of Review:	July 2024
Date of Next Review:	July 2025

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OVERVIEW

1. Introduction

1.1 South Tyneside Safeguarding Children Partnership is the strategic body for helping and protecting children and young people at risk of abuse and or neglect

Working Together 2023

1.2 A child is defined as anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout the Multi-Agency Information Sharing Agreement (ISA).

1.3 The term 'practitioners' throughout this ISA includes all individuals who work with children, young people and their families in any capacity.

1.4 'Safeguarding' is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether it is within or outside of the home, including online
- Preventing impairment of children's mental and physical health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Promoting the upbringing of children with their birth parents, or otherwise their family network through a Kinship Care Agreement, whenever this is possible and where this is in the best interests of the children

1.5 No single practitioner can have a full picture of a child's needs and circumstances so effective sharing of information between practitioners, local organisations and agencies is essential for early identification of need, assessment, and service provision to keep children safe.

1.6 Rapid Reviews and Child Safeguarding Practice Reviews have highlighted that missed opportunities to record, understand the significance of and share information in a timely manner can have severe consequences for children.

1.7 Information sharing is essential for identifying patterns of behaviour, or circumstances in a child's life that may be evidence that they are at risk of harm or are being harmed and need some form of support or protection. This includes but is not limited to:

- child abuse, neglect or exploitation
- situations where timely supportive intervention could prevent concerns about a child's wellbeing from escalating
- when a child is at risk of going missing or has gone missing
- when multiple children appear linked to the same risk
- where there may be multiple local authorities and agencies or organisations involved in the care of a child's care

- 1.8 Practitioners should be proactive in sharing information as early as possible to help identify, assess, and respond to risks or concerns about the safety and welfare of children. Sharing information about any adults with whom that child has contact, which may impact the child's safety or welfare, is also critical.
- 1.9 Effective information sharing aims to promote and enable:
- identification, assessment and response to risks or concerns about the safety and welfare of children and young people in a timely and effective way
 - joining up "pieces of the jigsaw" for practitioners, so a true picture of what is happening in a child's life can be understood
 - assisting children and families to receive support from across local agencies or organisations that meets their needs
 - strengthening joined up working between practitioners and agencies or organisations, by removing perceived barriers to information sharing through a collective understanding about when and how information can be lawfully shared in the interests of a child
- 1.10 This agreement will be approved by the agencies represented on the South Tyneside Safeguarding Children Partnership, listed in Section 2. Organisations that are contracted by statutory agencies or receive grant aid funding will be expected to be a party to this agreement.
- 1.11 The purpose of this information sharing agreement is to support lawful information sharing between agencies to protect children at risk of abuse and neglect by setting out an agreed framework.
- 1.12 The agreement should be used as good practice standards that all staff from partner agencies need to meet to fulfil their duty of care in relation to the sharing of information for the purposes of responding to or preventing abuse or neglect of children and young people.

2. Partners To The Agreement

- 2.1 The information sharing agreement is between the following partners:
- South Tyneside Council – Children and Families Social Care; Community Safety; Public Health, Access and Inclusion (Education); Family Help and Adolescent Services, Restart Domestic Abuse Service.
 - South Tyneside and Sunderland NHS Foundation Trust
 - North East and North Cumbria Integrated Care Board
 - Cumbria, Northumberland, Tyne and Wear NHS Foundation Trust
 - Northumbria Police
 - North East Ambulance Service
 - National Probation Service
 - South Tyneside Homes
 - Tyne Coast College
 - Tyne and Wear Fire and Rescue Service.
 - Any successor body (or bodies) of an organisation listed above, will be asked to sign the agreement as required

2.2 It is the responsibility of all partners:

- To understand their duty of confidentiality but also their duty to share information where there is a concern that an adult, child, or member of the public is at risk or suffering harm
- To ensure that the agreement is shared within their organisation and any other organisation with which it contracts to provide a service to children
- To ensure that all relevant members of staff should have access to, understand, and adhere to the information sharing agreement
- To ensure that any organisation it contracts with has access to, understands and adheres to the agreement
- To implement the agreement within their own organisation
- To make copies of the agreement available to users, carers and members of the public
- To monitor and review the implementation of the agreement within their own organisation and any organisation it contracts with

Further guidance can be found at:

[Department Of Education, Information Sharing Guidance May 2024](#)

3. Purpose Of Information Sharing

3.1 The overall objective of sharing information within safeguarding children is to ensure that children at risk of harm are effectively safeguarded; by providing all relevant parties with the information they need in order to address concerns, reduce risks or prevent abuse happening in the future.

3.2 Specific purposes for information sharing within safeguarding children may be:

- To seek advice about a specific safeguarding situation or to establish grounds for progressing with safeguarding procedures.
- To make a safeguarding referral.
- To seek immediate protection for a child through referral to another service(s). To notify agencies who may need to take action against alleged or known perpetrators (includes risks posed by a member of the public, worker, volunteer or a service user).
- To make a referral to agencies for purposes of requesting or amending services to children at risk of abuse or to those suspected of perpetrating abuse.
- To complete a criminal investigation, an employment investigation, a regulatory investigation, or any other investigation, review, or assessment as part of a safeguarding child enquiry.
- To conduct a Child Safeguarding Practice Review or any other case review that the STSCP deems appropriate.
- To contribute to other review processes where safeguarding children is relevant e.g. Domestic Homicide Reviews, a Child Safeguarding Practice Review, or Multi-agency Learning Reviews.
- To monitor and audit safeguarding children work e.g. concerns, quality of outcomes, adherence to procedures.
- To review and develop multi-agency policies and procedures to safeguard children and young people.
- To deal with complaints, grievances and professional or administrative malpractice.

3.3 The review (see section 14) of the Information Sharing Agreement will identify: other reasons for sharing information not included above; and that the above are still necessary to effectively safeguard children.

4. Information To Be Shared

4.1 Information sharing is essential for identifying patterns of behaviour, or circumstances in a child's life that may be evidence that they are at risk of harm or are being harmed and need some form of support or protection. This includes but is not limited to:

- child abuse, neglect or exploitation
- situations where timely supportive intervention could prevent concerns about a child's wellbeing from escalating
- when a child is at risk of going missing or has gone missing
- when multiple children appear linked to the same risk
- where there may be multiple local authorities and agencies or organisations involved in the care of a child's care

4.2 Data protection legislation (the Data Protection Act 2018 (the DPA 2018) and UK General Data Protection Regulation (UK GDPR)) **does not** prevent the sharing of information for the purposes of safeguarding children, when it is necessary, proportionate and justified to do so.

4.3 In fact, data protection legislation provides a framework which enables information sharing in that context. The first and most important consideration is always whether sharing information is likely to support the safeguarding of a child.

4.4 The Information Commissioners Office has produced a [10 Step Guide](#) to sharing information to safeguard children summarises data protection considerations when sharing personal information for child safeguarding purposes.

Knowing the amount of information to share

4.5 The sharing of personal information must be necessary, fair and proportionate – only share the personal information that is adequate, relevant and limited to what is necessary to protect a child from harm.

4.6 Requests to share information should explain clearly what is required and why, clarifying any meaning or terminology where needed to avoid misinterpretation or misunderstanding. If in doubt about what information is needed, always seek clarification from the requesting agency or organisation.

4.7 Where you have concerns about a child and are unsure if they are at risk of harm, be open to contacting other practitioners who have contact with the child and sharing limited information with them, to see if they hold additional information which gives cause to believe the child is at risk of harm.

4.8 Information must always be shared securely. If you are unsure how to send or share information securely you should contact your manager, IT team or designated data

protection or information governance lead (e.g., Data Protection Officer) to determine the correct route within your agency or organisation

Any information which you think could safeguard a child should be shared with relevant agencies or organisation. The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe.

4.9 The Seven Golden Rules for Sharing Information (including personal information):

ONE: All children have a right to be protected from abuse and neglect. Protecting a child from such harm takes priority over protecting their privacy, or the privacy rights of the person(s) failing to protect them. The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA) provide a framework to support information sharing where practitioners have reason to believe failure to share information may result in the child being at risk of harm.

***Note:** The General Data Protection Regulation (GDPR), Data Protection Act 2018 and Human Right Law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.*

TWO: When you have a safeguarding concern, wherever it is practicable and safe to do so, engage with the child and/or their carer(s), and explain who you intend to share information with, what information you will be sharing and why. You are not required to inform them, if you have reason to believe that doing so may put the child at increased risk of harm (e.g., because their carer(s) may harm the child, or react violently to anyone seeking to intervene, or because the child might withhold information or withdraw from services).

***Note:** 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.*

THREE: You do not need consent to share personal information about a child and/or members of their family if a child is at risk or there is a perceived risk of harm. You need a lawful basis to share information under data protection law, but when you intend to share information as part of action to safeguard a child at possible risk of harm, consent may not be an appropriate basis for sharing. It is good practice to ensure transparency about your decisions and seek to work cooperatively with a child and their carer(s) wherever possible. This means you should consider any objection the child or their carers may have to proposed information sharing, but you should consider overriding their objections if you believe sharing the information is necessary to protect the child from harm.

***Note:** Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerns, without disclosing the identity of the individual where possible.*

FOUR: Seek advice promptly whenever you are uncertain or do not fully understand how the legal framework supports information sharing in a particular case. Do not leave a child at risk of harm because you have concerns you might be criticised for sharing

information. Instead, find out who in your organisation/agency can provide advice about what information to share and with whom. This may be your manager/supervisor, the designated safeguarding children professional, the data protection/information governance lead (e.g., Data Protection Officer), Caldicott Guardian, or relevant policy or legal team. If you work for a small charity or voluntary organisation, follow the NSPCC's safeguarding guidance.

Note: *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.*

FIVE: When sharing information, ensure you and the person or agency/organisation that receives the information take steps to protect the identities of any individuals (e.g., the child, a carer, a neighbour, or a colleague) who might suffer harm if their details became known to an abuser or one of their associates.

Note: *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.*

SIX: Only share relevant and accurate information with individuals or agencies/organisations that have a role in safeguarding the child and/or providing their family with support, and only share the information they need to support the provision of their services. Sharing information with a third party rarely requires you to share an entire record or case-file – you must only share information that is necessary, proportionate for the intended purpose, relevant, adequate and accurate.

Note: *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).*

SEVEN: Record the reasons for your information sharing decision, irrespective of whether or not you decide to share information. When another practitioner or organisation requests information from you, and you decide not to share it, be prepared to explain why you chose not to do so. Be willing to reconsider your decision if the requestor shares new information that might cause you to regard information you hold in a new light. When recording any decision, clearly set out the rationale and be prepared to explain your reasons if you are asked.

Note: *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.*

5. Legal Basis For Information Sharing

5.1 Under data protection law, you must have a valid lawful basis in order to share personal information. You must identify at least one lawful basis under Article 6 of the UK GDPR for sharing. For further guidance please see:

- [ICO Lawful Basis Interactive Tool](#) (Information Commissioners Office)
- [ICO's 10 step guide](#) (Information Commissioners Office)
- [Appendix X Data Protection Definitions](#)

5.2 Article 6 of the General Data Protection Regulations outline six lawful basis' for sharing information. One of these must apply whenever personal data is processed:

- 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)

5.3 The most applicable grounds for sharing personal data under GDPR are:

- Article 6 (1) (c) legal obligation: that it is necessary to share the information to comply with the statutory duties in relation to adult safeguarding
- Article 6(1) (e) public task: that it is necessary to perform a task in the public interest and has a clear basis in law

5.4 Where sensitive personal (special category) data is going to be shared, one of the above lawful basis' must apply in addition to one of the following conditions under Article 9(2) of the GDPR1:

- a) The data subject has given explicit consent to the processing of those personal data for one or more specified purposes
- b) Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law providing for appropriate safeguards for the fundamental rights and the interests of the data subject
- c) Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent
- d) Processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the

processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects

- e) Processing relates to personal data which are manifestly made public by the data subject
- f) Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- g) Processing is necessary for reasons of substantial public interest, which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject
- h) Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems
- i) Processing is necessary for reasons of public interest in the area of public health
- j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes

5.5 The most applicable being:

- Article 9 (2) (g) substantial public interest: that the processing is necessary for reasons of substantial public interest which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject
- Article 9(2) (h) preventative or occupational medicine for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems

5.6 The information sharing will be carried out in accordance with the General Data Protection Regulations (and resulting Data Protection Act). This will include ensuring:

- a) That there is a clear and legitimate purpose for the sharing of information.
- b) That the person sharing the information deems it to be necessary for the purpose identified.
- c) Confidentiality will not be confused with secrecy.
- d) That personal and sensitive information is anonymised where possible and appropriate to avoid a person being identified.
- e) Where possible informed consent is sought from a person when information is going to be shared about them (there are circumstances where it is appropriate to not seek consent or override consent).
- f) That agencies do not give assurances of absolute confidentiality in cases where there are concerns about abuse, particularly in those situations when others may be at risk.
- g) Best interest decisions are made when a person lacks the capacity to consent to information being shared.

- h) Specialist advice is sought from managers, legal advisors or Data Protection Officers if there is uncertainty about the sharing of information.
- i) Information is shared appropriately and securely.
- j) Records are made when information is shared or requested.

You can be confident in sharing personal information knowing that legislation allows you to share for safeguarding purpose

6. Escalation And Challenge

Escalation and Challenge Protocol

- 6.1 Professional challenge is a fundamental professional responsibility. The South Tyneside Safeguarding Children Partnership [Escalation and Challenge Protocol](#) supports professional challenge around decisions, practices or actions which may impact on a child / young person's safety and wellbeing. Problem resolution is an integral part of professional co-operation and joint working to safeguard people.
- 6.2 Occasionally situations may arise when professionals within an agency consider that the decision made by professionals from another agency is not adequate or safe. Many professional challenges will be resolved on an informal basis by contact between the professional raising the challenge (or their manager) and the agency reviewing the challenge. However, where there is a need to, unresolved concerns or worries should be escalated using the protocol.

SERVICE USER CONSIDERATIONS

7. Service User Consent

Why consent is not usually the most appropriate lawful basis in a safeguarding context

- 7.1 Consent should not be seen as the default lawful basis for sharing personal information in a child safeguarding context, as it is unlikely to be appropriate in most cases.
- 7.2 The UK GDPR sets a high standard for consent to be used as a lawful basis; it must be specific, freely given, unambiguous, time limited and capable of being withdrawn by the individual at any time.
- 7.3 Using consent as a lawful basis means an individual has given agreement for personal information about themselves, or their child's personal information, to be shared or processed for a purpose where they have a clear choice about its use. It also means that the individual is able to withdraw their consent at any time (in which case the information would need to be deleted).
- 7.4 These conditions are unlikely to be present in situations where practitioners are often under a professional duty to record information – irrespective of the wishes of the child or their family – in order to justify the decisions and actions they take in relation to the child's needs, and where the overarching consideration will be

whether information needs to be shared to safeguard a child where there is an established or potential risk of harm.

- 7.5 Additionally, in some circumstances, seeking consent from a person you believe is neglecting or abusing a child is likely to undermine safeguarding procedures and may increase the risk of harm to the child or another person.

The complexities of “consent” and why it causes confusion

7.6 The meaning attached to the term “consent”, and the expectations that it sets for how people make decisions, can be different depending on the context and how people are used to working within a particular environment.

7.7 If these different meanings and expectations are conflated and confused, they can act as a barrier to appropriate information sharing when decisions have to be made about sharing information for safeguarding purpose.

7.8 Some meanings attached to “consent” include:

- “consent” as a lawful basis to share information, as defined by data protection legislation (and relevant for the purpose of this Advice), is different to the general meaning of consent – such as the giving of permission. As already discussed, this is not usually the appropriate legal basis for sharing information to safeguard children
- “consent” or “agreement” to receive a service, such as a parent’s agreement to engage with services under section 17 of the Children Act 1989. The meaning of 'consent' in this context is the general sense of the word and is separate from the meaning of 'consent' as a lawful basis under data protection law. It may be necessary to share information even if the threshold for service intervention (for example, under s.17 of the Children Act 1989) has not been reached or where a person does not agree to the provision of particular services
- “consent” to receive medical treatment, there are specific meanings of implied and explicit consent for health purposes. Health practitioners should refer to their regulator’s guidance or NHS advice
- being upfront, transparent and honest with children and families. This is generally good practice, whenever it is safe to do so, as is emphasised throughout this agreement (including below). This does not equate to obtaining “consent” from individuals to share their information (or information about their child) for data protection purposes, but this practice does promote engagement and collaboration

How to share information and retain a trusted relationship with children and families

7.9 Trusted relationships are at the heart of working with children and families. It is always good practice to work in partnership with children and families, communicating effectively and listening well, so that you have sufficient information to understand and be able to meet their needs. This openness is also important when deciding whether to share.

- 7.10 It is important to get the lawful basis right. The legal framework can appear complex, and a lack of clarity can lead practitioners to assume, incorrectly, that no information can be shared because consent has not been provided. Don't let this happen; ensure you understand the correct lawful basis to use information with other people, agencies or organisations about the children and families you are working with. If they have a choice about whether and how their information is shared or used, you should make this clear to them.
- 7.11 If you have concerns about a child's safety or welfare, and you are considering contacting support services about providing them or their parent(s) or carer(s) with specific support; being upfront, transparent, and honest about your concerns can give children the confidence to open up. It may also increase a parents' or carers' willingness to engage with services that provide family support.
- 7.12 If you have concerns about a child's safety and have decided to share information to protect them from a risk of harm, whenever it is safe and practical to do so, you should engage with the child, their parent(s) or carer(s) and explain who you intend to share information with, what information you will be sharing and why. This is unless seeking to discuss a potential concern would put the child or others at risk of harm.
- 7.13 If you have a professional or legal duty to share certain information, and the child or carer therefore does not have a choice about information sharing, they should still be informed about what information sharing has taken place and how the information will be used, wherever possible and safe to do so. However, you should not inform the child or their parent or carer about your decision to share information if doing so could put a child or others at further risk of harm, or could compromise effective safeguarding arrangements, including police investigations.
- 7.14 In any situation where children or their parent(s) or carer(s) object to particular information sharing, but you decide that nonetheless it is appropriate to share, you must record your reasons and the legal basis for doing so.

How the Human Rights Act 1998 affects information sharing

- 7.15 The Human Rights Act 1998 incorporates certain rights and freedoms guaranteed under the European Convention on Human Rights (ECHR) into domestic law. Human rights concerns, especially in light of the right to respect for a person's privacy and family life (Article 8 of the ECHR), can sometimes be seen as a barrier to sharing information.
- 7.16 However, where sharing of personal information is necessary to protect a child from harm, is proportionate and complies with data protection legislation, the sharing of that information is also likely to comply with the Human Rights Act.

It is important to get the lawful basis right. The legal framework can appear complex, and a lack of clarity can lead practitioners to assume, incorrectly, that no information can be shared because consent has not been provided. Don't let this happen; ensure you understand the correct lawful basis to use

The most important consideration is whether the sharing of information is likely to support the safeguarding of a child

8. Service User Awareness And Rights

- 8.1 All partners to this agreement will ensure that the Information Sharing Agreement is available to everyone.
- 8.2 Partners to this agreement have a responsibility to make children and families are aware of the purpose and content of this Information Sharing Agreement, its impact upon them, their rights and how these may be exercised.
- 8.3 Information that is shared about a person will be kept on their records and will normally be made available to that person and/or an appropriate representative. The right of access to information is made under the General Data Protection Regulations (and resulting Data Protection Act). Requests should be made via a Subject Access Request. Subject Access Requests can be made to any of the partner agencies listed.
- 8.4 When information is shared about a person, they have the right to know the nature of the concerns, have a right of reply and an opportunity to correct any information about them that is not accurate. This includes alleged perpetrators. Exemptions to this right of access may be made if: information identifies other people, then there is the right to remove that information; there is concern that serious harm to the person or others would likely to be caused by disclosing the information; a third party is requesting the information on would hinder the prevention or detection of crime.
- 8.5 Where a person feels that their confidentiality has been breached they can make a complaint to any of the partner agencies listed.

INFORMATION SHARING PROCEDURES AND PROCESSES

9. Access

- 9.1 Partner organisations (to this Agreement), their contracted services and their respective staff or volunteers have access to information for those purposes outlined in section 4.
- 9.2 It is the responsibility of those partner organisations to ensure there are procedures in place to ensure appropriate access to information by appropriate staff or volunteers.
- 9.3 Information will be stored and shared using secure methods which protect privacy and prevent risk of unauthorised access.
- 9.4 In addition to Subject Access Requests (see section 8 above) any requests for information under the Freedom of Information Act are handled on a case by case basis. Information can only be withheld if one of the exemptions listed in the Freedom of Information Act apply.

10. Methods Of Requesting And Transferring Information

- 10.1 The safe and secure handling and transfer of information will depend upon the level of sensitivity of the information.
- 10.2 Recipients of information will understand the purpose for which the information was shared and the limits of any consent that has been given (e.g. whether they are able to share the information further). Where there is uncertainty then the originating person/organisation should be contacted.
- 10.3 All decisions relating to information sharing, and the reason why the decision was made, will be recorded. This includes if a decision was made not to share information.

11. Information Standards

- 11.1 Only information that is necessary for the purpose it is being shared will be shared.
- 11.2 Facts will clearly be distinguished from opinions in any information shared.
- 11.3 Information will only be shared with the person or people that need to know.
- 11.4 Information that is shared will be accurate and up to date.

12. Security

- 12.1 The Data Protection Act 2018 requires data to be processed in a manner that ensures its security. This includes protection against unauthorised or unlawful processing and against accidental loss, destruction or damage. It requires that appropriate technical and organisational measures are used.
- 12.2 Partners to this Agreement must implement and maintain appropriate security measures to protect confidentiality, integrity and availability of personal information.
- 12.3 Adopted security measures should be communicated across all partner organisations, their contracted services and their respected staff and volunteers.

13. Data Retention, Review And Disposal

- 13.1 Information will be retained in line with the relevant organisation's retention schedules.
- 13.2 Staff should review individual case files on a case-by-case basis, taking into account any outstanding Subject Access Requests.
- 13.3 When the retention period has expired, the information must be disposed of in a secure and safe way e.g. by using secure, locked disposal bins or by using a cross-cutting shredder.

14. Management Of The Information Sharing Agreement

- 14.1 This Information Sharing Agreement is owned by South Tyneside Safeguarding Children Partnership.
- 14.2 The Information Sharing Agreement will be agreed by South Tyneside Safeguarding Children Partnership members on behalf of their organisations.
- 14.3 The original Information Sharing Agreement was effective from September 2020 and has been reviewed in October 2021 and May 2024 (the latter as a result of the joint partnership separating into the Safeguarding Adults Board and Safeguarding Children Partnership).
- 14.4 The Agreement will be reviewed again in May 2025 by South Tyneside Safeguarding Children Partnership to ensure that it is supporting the safe sharing of information, and this is also having the desired effect of safeguarding children and young people in South Tyneside.
- 14.5 Non-compliance with this Agreement will be referred to the South Tyneside Safeguarding Executive Board.

Please note the following appendices are best practice tools. They are intended to support organisations and their staff in the lawful sharing of information for the purpose of safeguarding children and young people. It is recognised that individual organisations may have their own tools and guidance in place. Where there are existing or alternative systems in organisations these can be used.

OFFICIAL-SENSITIVE (on completion)

INFORMATION SHARING REQUEST FORM

To be used when requesting information from agencies under the South Tyneside Safeguarding Children Partnership Multi-Agency Information Sharing Agreement

For the Attention Of:	
Date of Request:	
Method of Request (e.g. Email, Post):	

DETAILS OF PERSON MAKING THE REQUEST:	
Organisation:	
Name:	
Job Title:	
Email Address:	
Address:	
Telephone Number:	

SUBJECT OF THIS INFORMATION REQUEST:			
Name of Individual:			
Any Other Name:			
Current Address, including postcode:			
Previous Address, including postcode:			
Date of Birth:		NHS Number:	

REASON FOR /NATURE OF REQUEST (see Section 1.3 of the Multi-Agency Information Sharing Agreement)	
What the information will be used for/what is the objective to be achieved (for example issues around homelessness/self-neglect etc)	
Type of information requested (for example medical information, Social Care needs etc):	
Timescales/dates the information request related to:	

CONSENT BY THE INDIVIDUAL (See Section 2.2 of the Multi-Agency Information Sharing Agreement)	
Has the individual given informed consent for the reason/nature of this request?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how was the consent provided?	
If no, reason for pursuing the request without consent:	

See Section 1.5 of the multi-agency Information Sharing Agreement – the legal basis for information sharing

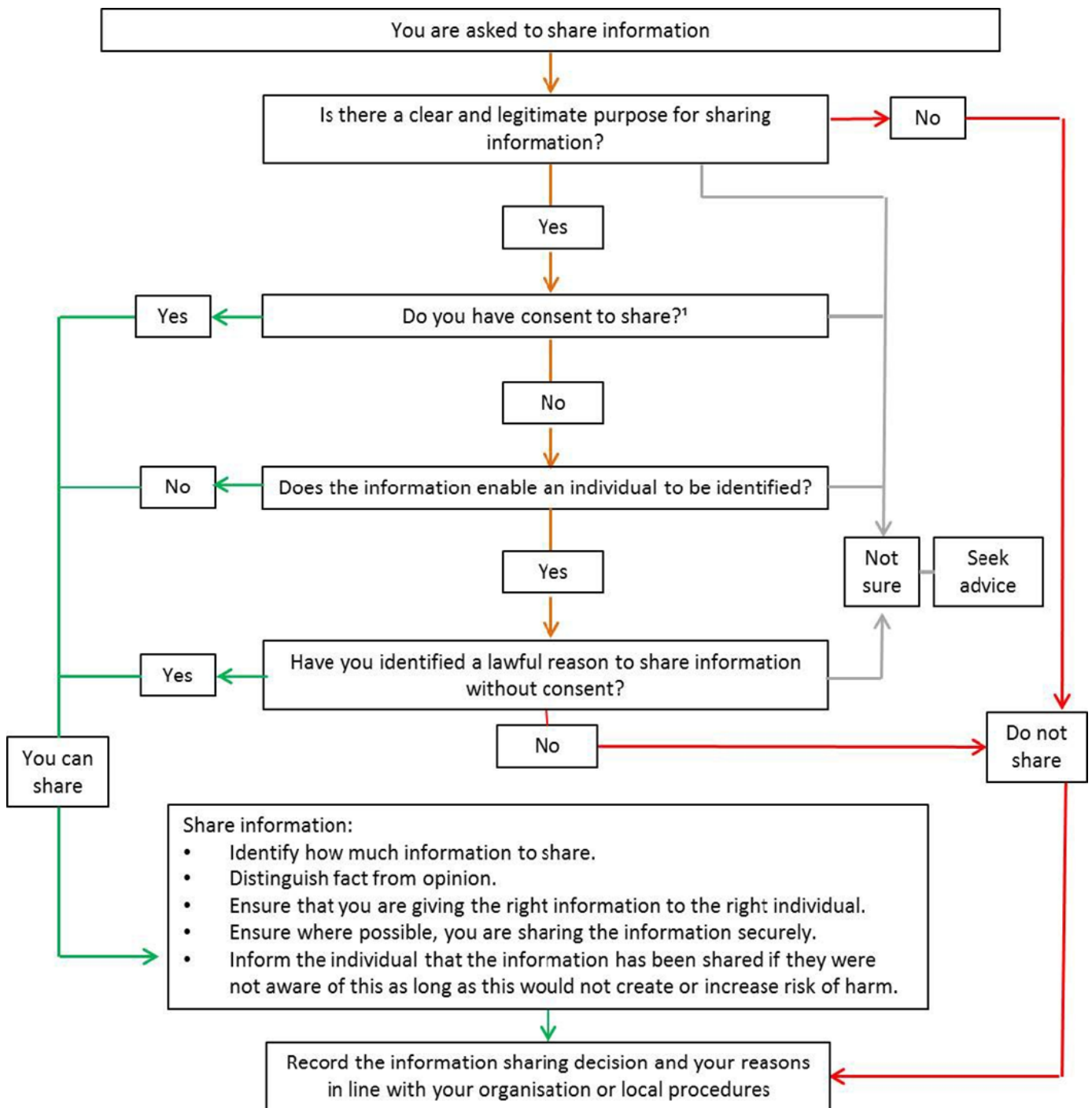
DETAILS OF DECISION MAKER (Senior Manager)	
Name:	
Agency:	
Contact Details:	

RESPONSE TO INFORMATION SHARING REQUEST	
Decision to share or give access to records:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Rationale for the decision:	
If not shared, action taken:	
If shared response provided to (name):	

TYPE OF INFORMATION SHARED	
Brief Description (relevant documents may be embedded or attached to the form):	
Date information shared:	
Are there any restrictions placed on the use of the information shared:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what are the restrictions:	

SIGNATURES	
Print Name and Designation of person sharing the information:	
Signature of person sharing the information:	
Date:	
Print Name of Senior Manager making the decision to authorise/not authorise:	
Signature of Senior Manager making the decision to authorise/not authorise:	
Date:	

INFORMATION SHARING FLOWCHART



If there are concerns that a child is in need, suffering or likely to suffer harm, then follow the relevant procedures without delay. Seek advice if unsure what to do at any stage and ensure that the outcome of the discussion is recorded.

1. Consent must be unambiguous, freely given and may be withdrawn at any time