



Information Sharing Policy

Document Control

Title	Information Sharing Policy
Document Type	Renewal
Author	Information Governance Manager/DPO
Owner	SIRO
Subject	Information Sharing
Government Classification	Official
Date Created	March 2018
Approved by	Assurance Group
Date Approved	20 April 2018
Review Date	May 2019 or earlier where there is a change in the applicable law or a council restructure affecting this Policy Guidance

Version Control

Version	Date	Author	Description of Change
1	02/02/17	Yvonne Mason Information Governance Manager	Initial Draft
2	13/04/2017	Yvonne Mason Information Governance Manager	Approved by Assurance board
3	15/03/18	Yvonne Mason, Information Governance Manager/DPO	Renewal. Amendments to Section 1 and 4

1. Introduction

Sharing information across organisational and professional boundaries can bring many advantages, not least to ensure effective co-ordination and integration of services. Due to the growing number of projects with information sharing at their core, there is a need for a joint approach in the creation of robust frameworks within which information can be shared effectively, lawfully and securely.

Information sharing does of course, present risks and these need to be managed correctly. We need to ensure that Information Sharing is carried out fairly and lawfully and in adherence with the General Data Protection Regulations (GDPR).

2. Purpose and Scope

This policy details the overarching framework specifically for the sharing of personal information, or “personal data” (defined as, any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person), shared between the London Borough of Barking and Dagenham (LBBD) and other partners, public, private or voluntary sector organisations. It focuses on the requirements for sharing “personal data” about service users in a safe and appropriate way.

This document is applicable to all officers (including but not limited to employees, contractors, agency workers, consultants, and interims) who have been permitted access by the council to use or access council data on its behalf. It further includes LBBD councillors when acting on behalf of the council.

3. What is Information Sharing?

Information sharing means the disclosure of information from one or more organisation to a third party organisation or organisations, or the sharing of information internally between different parts of an organisation.

Information sharing can take the form of:

- A reciprocal exchange of information
- One or more organisations providing information to a third party or parties;
- Several organisations pooling information and making it available to each other;
- Several organisations pooling information and making it available to a third party or parties;
- Different parts of an organisation making information available to each other;
- Exceptional, one-off disclosures of information in unexpected or emergency situations

4. Deciding to share personal data

Personal data sharing is not an automatic assumption and there must be:-

- a clear objective or set of objectives as to what the sharing is meant to achieve

- a legal basis
- some form of active communication where the individual knowingly indicates consent.
- A valid information sharing agreement in place unless exceptional circumstances apply. Information sharing must only be done in adherence with the General Data Protection Regulation 2016/679 and in line with the Information Commissioner's Data Sharing Code of Practice.

Sharing information without an individual's knowledge is permitted for:-

- the prevention or detection of crime
- the apprehension or prosecution of offenders; or
- the assessment or collection of tax or duty

5. Benefits of Information Sharing Agreements

Information Sharing Agreements provide the following benefits:-

- **Helps to promote information sharing** – by setting standards agreed by all parties in LBB information sharing community an information sharing agreement (ISA) will help remove organisational barriers which often hinder effective information sharing. It will allow us to deliver high quality integrated services and make us more effective in the way we work.
- **Inspiring public trust by helping to ensure compliance with legislation and guidance** – organisations who sign up to an ISA are confirming that they will comply with the procedures which accompany it whenever information is shared and that they will abide by the monitoring arrangements set within it. This not only ensures compliance with legislation but also improves the public's confidence that legally required safeguards are in place and information will be correctly processed and protected.
- **Avoiding duplication of agreements and guidance** – this policy and associated ISA's provides detailed guidance around all information sharing arrangements. This means that there is no need to duplicate information when drafting service specific agreements. By signing up to the ISA, organisations agree to ensure that all agreements established between partner organisations sharing information for a common purpose are consistent with the agreed ISA and template agreement.
- **Transparency** – demonstrates the willingness of signatory organisations to be transparent in their information sharing practices.
- **Reduced reputational risk** – by ensuring we have the correct processes in place we limit inappropriate or insecure sharing of personal data.
- **Increases understanding** – with clear information sharing agreements people will gain a better understanding of knowing when it is or isn't acceptable to share information. This also minimises the risk of a breach occurring and possible enforcement action from the ICO.

- **Details the specific arrangements** between organisations and departments who need to share information for a common purpose or project. This is important as it provides all parties with clear instructions and information as to how the sharing will work and what the legal restrictions are.
- **Formalise the decision taken** to share and ensure that all Data Protection requirements have been accounted for.

6. Privacy Impact Assessments (PIA's)

It is good practice to carry out a privacy impact assessment before entering into any data sharing arrangement. This will assist in identifying and reducing the privacy risks. A PIA enables the organisation to systematically and thoroughly analyse how a particular project or system will affect the privacy of the individuals involved and identify and mitigate risks at an early stage.

A PIA should be considered as part of any information sharing agreement.

7. Process

All ISAs should be drafted using LBBB's standard Template Agreement and approved by the Information Governance Manager/DPO.

You must ensure when entering into any regular information sharing arrangements that an Information Sharing Agreement is in place and that it states a clear and lawful legal basis to allow the sharing to take place and it is agreed by all parties and approved by the Information Governance Manager/DPO.

All information sharing agreements must be regularly reviewed and will be stored centrally by the Information Governance Manager/DPO and published on the LBBB's website.

8. Policy Review

This policy will be reviewed annually. In addition, changes to legislation, codes of practice or commissioner advice may trigger interim reviews.