

APPENDIX 1

Haringey Strategic Partnership Strategic Information Sharing Principles

The effective and timely sharing of information is essential to deliver high quality services focussed on the needs of individuals. Those individuals must be confident that their personal information is secure and that their privacy rights are respected. To support our aim of effective data sharing while ensuring the rights of individuals are respected, we are committed to these strategic information sharing principles:

- Sharing information between agencies where necessary to deliver services
- Ensuring that all agencies' personal information usage complies with the Data Protection Act
- Providing guidance and training for front line practitioners on information sharing
- Developing information sharing protocols in line with recognised best practice

Sharing information between agencies where necessary to deliver services

Partner organisations will encourage a culture where information is shared with confidence as part of routine service delivery. We recognise that best practice requires appropriate information sharing.

Compliance with the Data Protection Act

The Data Protection Act provides a framework to ensure that personal information is shared appropriately. It is not a barrier to sharing information. Organisations may only hold and share personal information about living individuals where they have a legitimate and lawful reason for doing so. They must notify the Information Commissioner's Office (ICO) of the type of information they hold, what they use it for and who they share it with. They must handle the information in a way that is fair to the individuals and must ensure (amongst other things) that the information is accurate and kept securely. All partner organisations will ensure that their handling of personal information complies with the Data Protection Act.

Guidance and training on information sharing

Concerns and confusion about data protection or confidentiality can make practitioners uncertain whether or not they should share personal information. Partner organisations will make training and clear guidance available for practitioners on when and how information can be shared legally and in line with professional best practice standards available to practitioners.

Information Sharing Protocols

An Information Sharing Protocol (ISP) is a signed agreement between two or more organisations relating to a specified information sharing activity. An ISP explains the terms under which the organisations have agreed to share information and the practical steps that need to be taken to ensure compliance with those terms. Each ISP must be supported by clear straightforward guidance to practitioners so that they are clear about the protocols and how they operate. Partner organisations will identify areas of service delivery where Information Sharing Protocols would be useful and develop the protocols in line with best practice and national standards. Arrangements will be in place to ensure that the protocols are effectively monitored and regularly reviewed.