

# Information Sharing Protocol

**Between:** (your organisation) \_\_\_\_\_

**And:** co-signees of this protocol

This overarching protocol sets out the general principles of Information Governance that the above organisations have signed up to.

It provides a framework for safeguarding the processing of all personal confidential information.

The protocol will be supplemented in some circumstances by individual locally agreed protocols for specific populations/initiatives. These will set out detailed purposes and operational procedures for the sharing of information.

## General Principles

1. The Information Governance Toolkit <sup>1</sup> defines the minimum standards for Information Governance for health and social care. Where applicable, each organisation is committed to undertaking, following and complying with the Information Governance Toolkit.
2. Each organisation signing this protocol shall have appointed a responsible officer who will ensure the protection of personal information e.g. Caldicott Guardian or senior manager <sup>2</sup> responsible for data protection.
3. Each organisation signing this protocol will be taking appropriate organisational and technical measures towards compliance with Data Protection Act 1998, Caldicott, ISO 27001 Series of Information Security Standards, Freedom of Information Act 2000 and national guidance and rules around processing personal confidential information and other relevant legislation.
4. Each organisation, where appropriate, is committed to identifying, documenting and risk mitigation of data flows (as required) by the IG Toolkit. A template for documenting information flows is attached.
5. Each organisation is committed to ensuring staff are appropriately trained and comply with organisational policies in relation to Information Governance, including data protection, confidentiality, Caldicott, Information Security, Records Management and Freedom of Information.
6. Organisations signed up to this protocol will promptly notify any other relevant co-signees of this protocol of any Information Governance breach.
7. This protocol will be reviewed in October 2015 (unless any changes to legislation or national policy warrant an earlier review).

## Signed by:

\_\_\_\_\_  
Signature

**Caldicott Guardian/authorised officer** <sup>3</sup>

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

<sup>1</sup> The Information Governance Toolkit is an online performance tool produced by the Department of Health (DH) and hosted by the Health and Social Care Information Centre. It allows NHS organisations and partners to assess themselves against DH information governance policies and standards.

<https://nww.igt.hscic.gov.uk/>

<sup>2</sup> In Health and local authorities, this may be the Senior Information Risk Owner (SIRO). Other agencies may not have these identified roles and, therefore, it will be a senior manager responsible for ensuring compliance with Data Protection.

<sup>3</sup> Same as 2 above

# INFORMATION SHARING PROTOCOL

Information flows from organisation "A" to organisation "B"

<b>Flow number/ code</b>	<b><u>Flow name</u></b>	<b>Sender Department and/or borough if not Trust wide</b>	<b>Recipient, department or person?</b>	<b><u>Purpose</u></b>	<b><u>Data Items</u></b>	<b>Justified by and date</b>

## Information Flows

### Definition of Data Items

<u>No.</u>	<u>Data Item</u>	<u>Definition</u>
1	Personal	Name Date of birth Next of kin Personal circumstances Financial information Physical description Gender NHS Number
2	Personal/ Sensitive	Racial/ethnic origin Religion Trade Union membership Court Proceedings Criminal convictions Political opinions
3	Clinical (Sensitive)	Information relating to physical or mental health or condition
4	Demographic	Address Postcode Telephone number Location description Directions
5	Other	Environmental Social Health Professional
6	Confirmed and/or unconfirmed risk	Risk to self Risk to children Risk to staff/professionals Risk to others