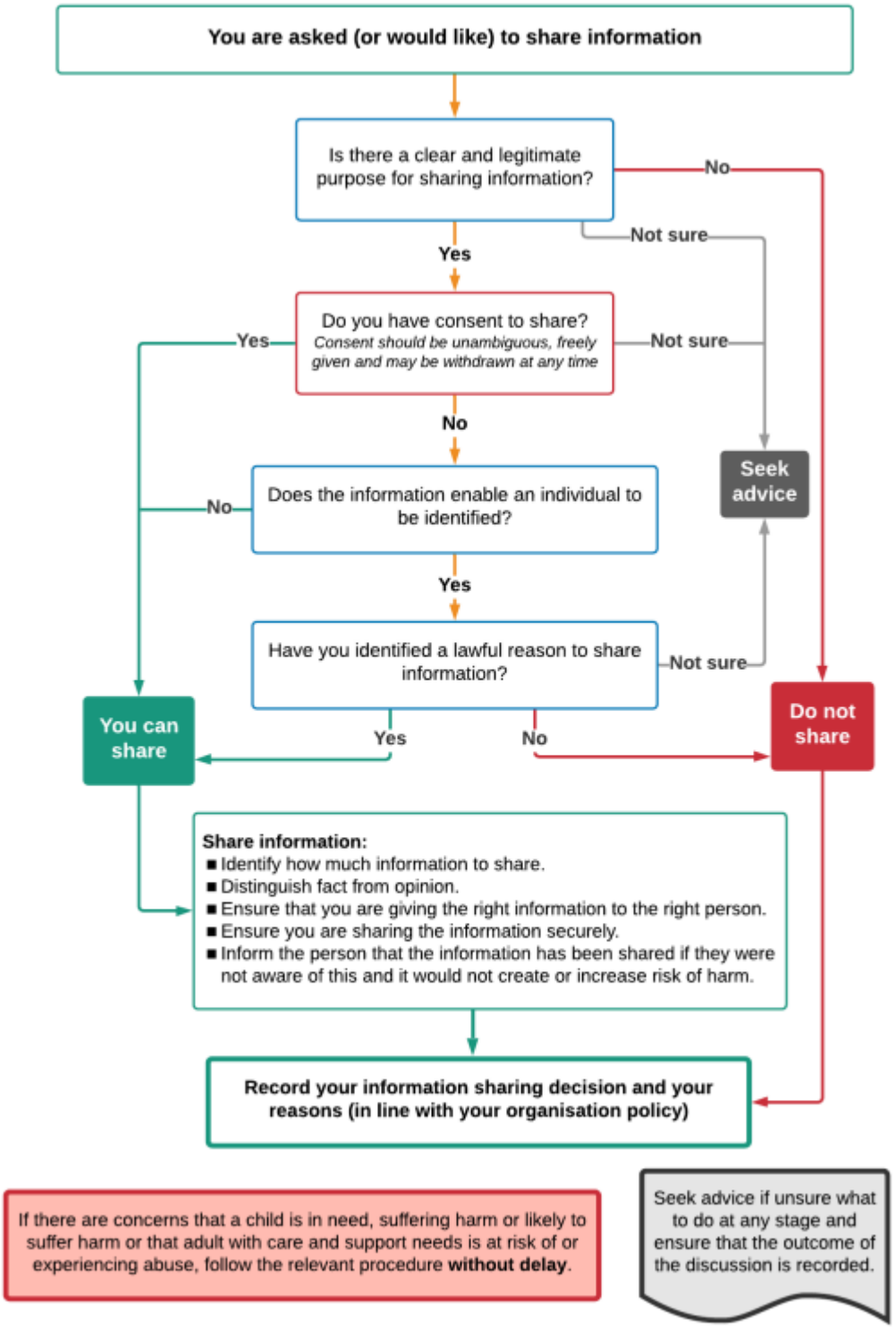
You are asked (or would like) to share information
Is there a clear and legitimate purpose for sharing information?
No
Not sure
Yes
Do you have consent to share?
Consent should be unambiguous, freely given and may be withdrawn at any time
Yes
Not sure
No
Seek advice
Does the information enable an individual to be identified?
No
Yes
Have you identified a lawful reason to share information?
Not sure
You can share
Yes
No
Do not share
Share information:
Identify how much information to share.
Distinguish fact from opinion.
Ensure that you are giving the right information to the right person.
Ensure you are sharing the information securely.
Inform the person that the information has been shared if they were not aware of this and it would not create or increase risk of harm.
Record your information sharing decision and your reasons (in line with your organisation policy)
If there are concerns that a child is in need, suffering harm or likely to suffer harm or that adult with care and support needs is at risk of or experiencing abuse, follow the relevant procedure without delay.
Seek advice if unsure what to do at any stage and ensure that the outcome of the discussion is recorded.