

# **Leicester Leicestershire and Rutland**

## **Information Sharing Protocol**

**Version 1.0**

**6<sup>th</sup> February 2014**

## Document Control

### Control Details

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### Document Amendment Record

Issue	Amendment Detail	Author	Date	Approved
4.9	First draft of version 5.0	SC	15 Jan 13	
4.91	Minor format changes	SC	31 Jan 13	
4.92	Amendments from Leicestershire Constabulary (agreed by SIMG)	AC	22 Aug 13	
4.93	Minor formatting and wording changes	SC	15 Oct 13	
4.94	Amendment proposals following consultation	LW	29 Nov 13	

### Document Sign-off

Organisation

Chief Officer (Job Title)

Signature

## Context

This protocol defines the framework for the sharing of information by agencies operating within Leicester, Leicestershire and Rutland. It replaces version 4, which was agreed in 2009. Since then, the Information Commissioners Office (ICO) has published the Data Sharing Code of Practice, which contains much of the substance of the previous version.

This protocol therefore seeks commitment to put in place the arrangements required to ensure secure and appropriate sharing of information and data, whilst maintaining the controls (largely through agreements) that give assurance and accountability, and respects the right to privacy.

The information sharing framework has a number of tiers, set out below. Governance arrangements are indicated in brackets for each tier.

- Tier 1: National framework for sharing information – legislation and codes of practice (National Government / ICO)
- Tier 2: Commitments contained in this Information Sharing Protocol v 5.0 (Chief Officers, Partnership Boards)
- Tier 3: Guidance, training, tools (SIMG, Organisational governance frameworks)
- Tier 4: Information sharing agreements (Managers, organisational governance frameworks)

## Protocol

This Information Sharing Protocol provides a commitment by the signatories to ensure that a framework is in place that facilitates the sharing of information between partners and respects the individual's right to privacy. Information sharing is increasingly important in the provision of services to our communities. To this end, the signatories commit to:

- Sharing information within a framework where it supports the provision of better services to our service users and communities.
- Ensuring that information is shared safely and securely.
- Ensuring that in sharing information:
  - There is a clearly defined requirement,
  - It is lawful,
  - It accords with the Data Protection Act 1998 (DPA)
  - Only appropriate information is shared,
  - It is in the interests of service users and communities.
- Putting in place governance that ensures that managers and staff are aware of their responsibilities and recognise the need to work with partners.

- Working with partners to develop guidance / tools (technical and non-technical) to support good information sharing.
- Training staff on information sharing and management.
- Communicating the importance of appropriate information sharing to staff.
- Ensuring early consideration of information issues in service developments.
- Being transparent with service users about how their personal data is going to be used, and respecting their privacy.
- Ensuring adherence to the ICO's Data Sharing Code of Practice.
- Ensuring that written information sharing agreements are developed and monitored for regular sharing of information and data.
- Maintaining a single register of information sharing agreements.
- Working with partners towards an aligned information policy framework to support safe and secure information sharing.
- Ensuring that the Caldicott principles are adhered to when sharing health information
- Ensuring adherence to other Department of Health guidance on information sharing e.g. 'Striking the Balance'

When sharing information, each signatory will commit to:

- a) Ensuring that when acting as the Data Controller for information they will apply the conditions set out in the Information Sharing Agreement (ISA) and assume responsibility under the DPA.
- b) Ensuring any new ISA will set out the purpose, use and scope of the data to be shared, the point at which responsibility moves from one Data Controller to another or the circumstances where the role of Data Controller is exercised together and the responsibilities of each agency signing this ISA
- c) Ensuring that any new ISA will be specific and clearly identify only the data that needs to be shared.

Information security is important, both for the interests and privacy of individuals, and also for the reputation of our organisations. Signatories will drive the development of a culture in which their organisations work together to investigate incidents and put in place measures to reduce the risk of repetition. This partnership culture is central to facilitating information sharing.

The Strategic Information Management Group will support the delivery of the partnership aspects of these commitments. Signatories will commit to supporting the work of SIMG as it relates to this protocol. The partnership aspects include (for example):

- Aligned policy across partners, where relevant
- Shared Guidance
- Shared training

- A coordinated register of information sharing agreements
- Shared operational arrangements such as information security incident handling
- Aligned communications

Developing these partnership aspects requires signatories to ensure that appropriate resources are made available from within their organisations.

Agreement: We the undersigned do hereby agree to implement the terms and conditions of this Protocol.

Name **Sandra Whiles**

Signature..... *Sandra Whiles*.....

Organisation **Blaby District Council**

Date..... *21/2/14*.....

