

Felixstowe Youth Development Group



Policy Number 35

INFORMATION SHARING POLICY

(Issue 7 – Issued April 2021)

Approved by Trustees on _____

Registered Charity Number: 1102380

Registered Address: 2nd Floor, 54 Cobbold Road, Felixstowe, IP11 7EL

LEVEL TWO YOUTH PROJECT

INFORMATION SHARING

The Level Two Youth Project is committed to safeguarding the welfare of young people and vulnerable adults.

Level Two will follow the Suffolk Safeguarding Board's guidance on information sharing.

**Suffolk County Council's seven golden rules for information sharing:-
See Appendix A.**

- Remember the Data Protection Act 2018 is not a barrier to information sharing.
- Be open and honest with the person or family.
- Seek advice if you are in any doubt.
- Share with consent where appropriate *
- Consider the public interest.
- Necessary, proportionate, relevant, accurate and secure.
- Keep a record of the reason for your decision

Seven key questions for information sharing:-

- Is there a clear and legitimate purpose for sharing information?
- Does the information enable a person to be identified?
- Is the information confidential?
- Do you have consent? *
- Is there sufficient public interest?
- Are you sharing appropriately and securely?
- Have you properly recorded your decision?

** Parental consent should always be sought to share information unless there is reason to believe that to do so would place a child at risk of further harm, or if their health or development are likely to be significantly impaired because consent is refused.*

