



Maintain clear and accurate records. Be clear about what you have been asked to share and why you have shared the Information. Make sure you evidence why you came to the decision to share the information and who you have shared it with.

GDPR does not prevent you from sharing information...

Data protection helps us ensure that we share the right information, for the right reasons. The confidentiality principle is not an absolute. When there are child or adult safeguarding concerns it is important to share information in a proportionate and justified manner.

Remember!

- Is it the right Information being shared for the right purpose?
- Is it being Shared for the right people?
- Is it accurate and up to date?
- Are you sharing for the purpose Intended?
- Think 'need to know'

If you are unsure about what information you can share always ask for advice and guidance.

Talk to your manager or safeguarding lead. You don't have to disclose all of the personal or identifying information to get someone else's view. Helpful sources include the police, CCG and local authority.



You must always consider the persons safety and wellbeing.

What would the risk be if you did not share the information? What will the impact be on the person or anyone else who might be involved? Is harm likely to occur?

Obtaining consent may not be possible. We must respect the persons rights when they make an informed decision. **But** you may still need to share information without consent if you can evidence that it is in the public interest, an adult or child is at risk of harm or a serious crime has been committed.

Be transparent and honest. Make sure you tell the person and any other significant people in their lives why we might need to share information about them and who might need to know. We should always try to obtain consent wherever possible.