



HM Government

Information Sharing: Quick reference guide

7 Golden rules for information sharing

- 1. Remember that the DPA is not a barrier to sharing information**
- 2. Be open and honest with the person or family**
- 3. Seek advice if you are in any doubt**
- 4. Share with consent where appropriate**
- 5. Consider safety and well-being**
- 6. Necessary, proportionate, relevant, accurate, timely, and secure**
- 7. Keep a record of your decision and reasons**

7 Key questions for information sharing

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

Extract from HM Government Information Sharing: Guidance for practitioners and managers

Copies can be obtained from
www.ecm.gov.uk/informationsharing

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