



Make a written record of what information was shared, when, with whom, and for what purpose. Include a note of the lawful basis on which the information was shared and the decision-making process that was followed.

BOX 1 (CONSENT)

- (a) Valid consent must be informed and given freely, without coercion.
- (b) Consent may be verbal or written, but must be explicitly given and a record made.
- (c) The more sensitive the information, the greater the need for written consent.
- (d) Prior, general consent should be re-affirmed for the specific situation wherever possible.
- (e) If there is a significant change in the use to which the information will be put compared to that which had previously been explained, consent should be sought again.
- (f) Individuals have the right to withdraw consent at any time.

BOX 2 (VITAL & PUBLIC INTERESTS)

Sharing is necessary to...

- (a) Save life (vital interests)
- (b) Prevent significant harm to a child or serious harm to an adult at risk (significant public interest)
- (c) Prevent serious crime or disorder, including terrorism (significant public interest)
- (d) Comply with a statutory obligation or court order

BOX 3 (PRINCIPLES)

- (a) Share only information that is necessary and proportionate: the minimum required to fulfill the purpose for which it is being shared.
- (b) Share only information that is relevant to the purpose.
- (c) Ensure that the information shared is adequate, accurate, and timely for the purpose it is being shared.
- (d) Share information securely.