



# Standard for Sharing Personal Data

Organisations need to share and use information, including personal data, to deliver effective services to the people of Worcestershire.

There is an existing legal framework which sets out the boundaries for sharing personal information and which protects the privacy of individuals.

The Worcestershire Standard for Sharing Personal Data is a commitment by partner agencies to use a common approach to sharing personal data, based on the Data Protection Act 1998.

## Key principles

1. Appropriate information sharing will improve the delivery of services to our users, visitors & clients. Partners will work together to develop effective information sharing relationships and use a common approach to developing protocols as described in the Standard Toolkit.
2. Partners will comply with information law at all times – there must be a legal basis for sharing information, and a legitimate purpose for doing so.
3. Partners who hold personal information have a duty of confidentiality, and will not disclose this information without the consent of the person concerned unless there is an overriding justification for sharing, such as a legal obligation.
4. Where consent is sought it will be informed, explicit, recorded\* and time limited.
5. Partners will ensure that information is properly and securely managed, and kept for no longer than necessary.
6. Partners will guide staff on the law and on the circumstances in which personal information should be shared.
7. Partners will communicate with service users about how their information is used, and establish processes to deal with requests and complaints from service users about the information which is held on them.
8. Each Partner will nominate a Data Sharing Standard Lead Officer.



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The Data Sharing Standard Lead Officers are responsible for overseeing the application of this Standard within their agency. Their role is to facilitate the development of protocols in which their organisation is involved and to recommend protocols for approval as appropriate within their organisation. For specific protocols, a separate operational lead for each agency may be required.

A register of protocol is being developed and can be found on the Worcestershire County Council web site at <http://www.worcestershire.gov.uk/home/wcc-records-foi-info-sharing.htm>

This Standard is based on the Data Protection Act (1998), and is consistent with national guidance and best practice on information sharing, including the Code of Practice for the Management of Police Information (2005), the national Protocol on Data Sharing and Rationalisation in the Schools Sector (2004), and Cross Government Guidance 'Sharing Information on Children and Young People' (2005).

The Standard consists of:

- Key principles
- Protocol Toolkit
- Web-based protocol register
- Templates and reference documents

\*Where seeking consent is appropriate, it is always appropriate to record this. This may be the applicant's written consent or a record made by the officers concerned.