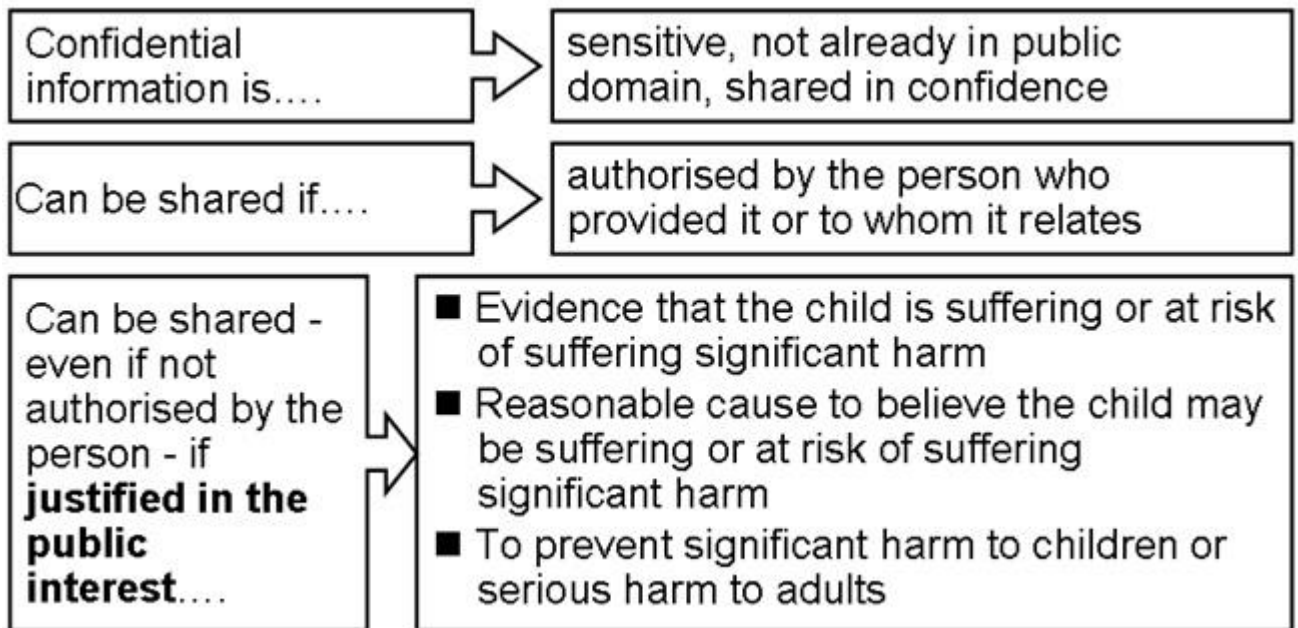


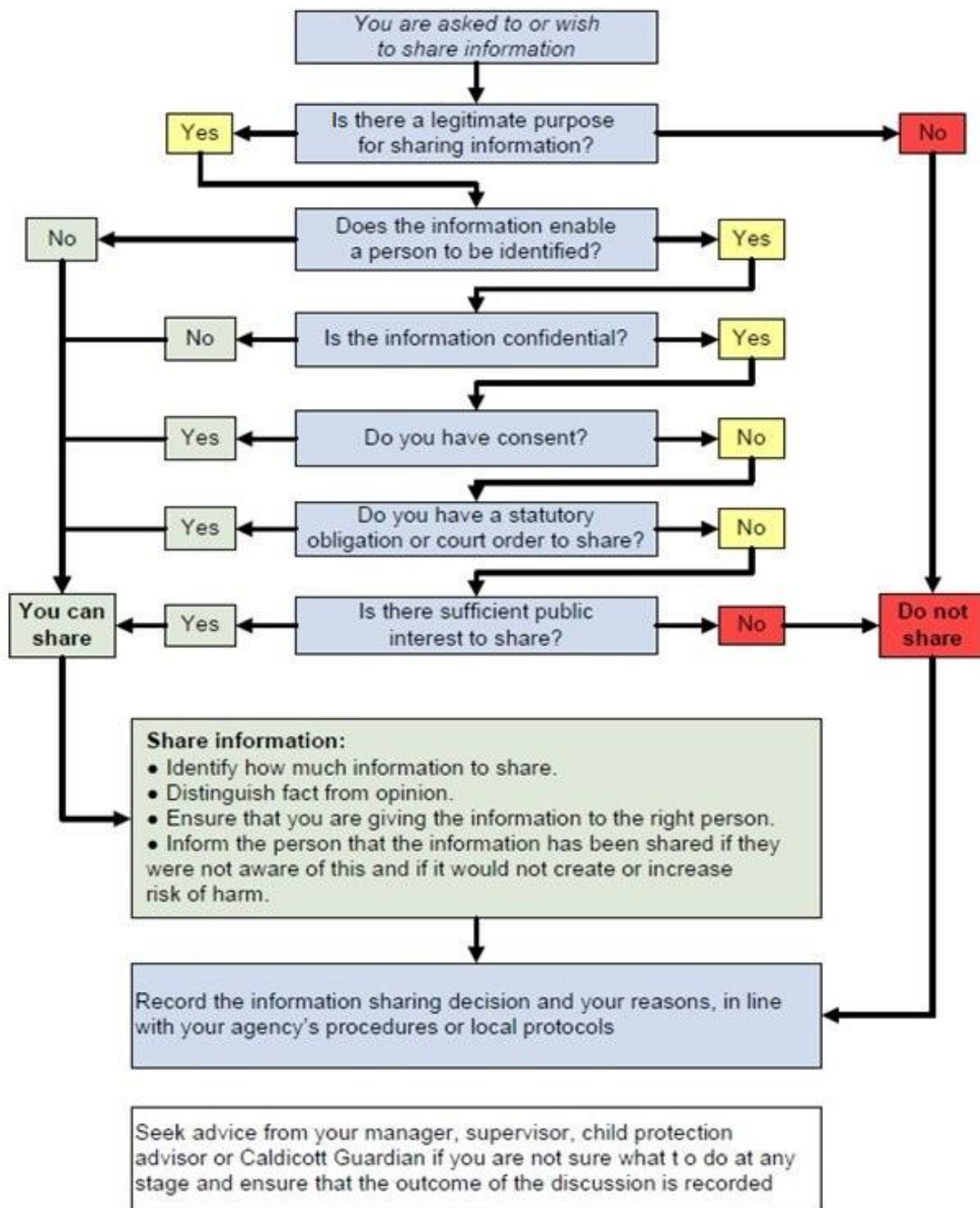
## What is confidential information?



## Information Sharing - points to consider

- Explain at the outset, openly and honestly, what and how information will be shared
- Always consider the safety and welfare of a child or young person when making decisions on whether to share information about them
- Seek consent to share confidential information. You may still share information if, in your judgment, there is sufficient need to override the lack of consent
- Seek advice where you are in doubt
- Ensure the information is accurate and up to date, necessary, shared only with those people who need to see it, and shared securely
- Always record the reasons for your decision – whether it is to share information or not.

## Key Principles for Information Sharing



### The Caldicott Principles

- Principle 1 - Justify the purpose(s) of using confidential information
- Principle 2 - Only use it when absolutely necessary
- Principle 3 - Use the minimum that is required
- Principle 4 - Access should be on a strict need-to-know basis
- Principle 5 - Everyone must understand his or her responsibilities
- Principle 6 - Understand and comply with the law
- Principle 7 - The duty to share information can be as important as the duty to protect confidentiality