Flowchart of Key Questions for Information Sharing

You are asked to or wish to share information

Is there a clear and legitimate purpose for sharing information? → **NO**

YES

Does the information enable a person to be identified? ← **NO**

YES

Is the information confidential? ← **NO**

YES

Do you have consent? → **YES**

YES

Is there sufficient public interest to share? → **YES**

NO → **DO NOT SHARE**

NOT SURE → **SEEK ADVICE**

YOU CAN SHARE

Share Information:

- Identify how much information to share.
- Distinguish fact from opinion.
- Ensure that you are giving the right information to the right person.
- Ensure you are sharing the information securely.
- Inform the person that the information has been shared if they were not aware of this and it would not create or increase risk of harm.

Record the information sharing decision and your reasons, in line with your agency's or local procedures.