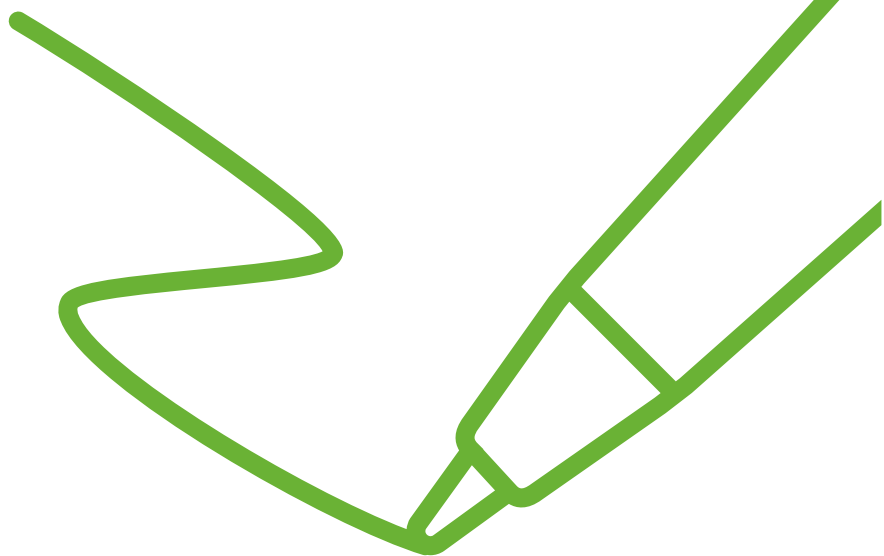




# Information sharing

Guidance for care providers on the principles of information sharing in adult safeguarding

*Here's some extra help - if you need it.*



# Introduction

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**This guidance has been produced for care providers, with the intention of summarising and clarifying the principles of effective information sharing, to safeguard and promote the wellbeing of adults at risk of abuse and neglect.**

This guidance is not exhaustive, and should be read alongside the [Sussex Information Sharing Guide and Protocol \(Sussex Safeguarding Adults Boards, 2023\)](#). That document contains details around the legal basis for information sharing, types of information, issues of confidentiality and consent, and information processing, security, and retention.

You should refer to your own organisation's information sharing policies and procedures, alongside this guidance.

## Your responsibilities

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When conducted appropriately, information sharing is an essential mechanism to support the safeguarding of adults with care and support needs. Sharing information within an agreed framework and in accordance with legislation helps to:

- ensure an effective response to safeguarding concerns and allegations of abuse or neglect;
- promote efficient multi-agency working, particularly in the undertaking of safeguarding enquiries and other review processes.

# Key principles

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1. **The law does not prevent the sharing of information if:**

- you have the informed consent of those likely to be affected; or
- the public interest in safeguarding the adult at risk of harm overrides the need to keep the information confidential; or
- to gain consent would place the individual at further risk; or
- disclosure is required under a court order or other legal obligation; or
- sharing information is required for detection or prevention of crime.

2. **Be open and honest with the adults involved. You should:**

- explain why, what, how, and with whom you will be sharing information;
- ask for their agreement unless it is unsafe or inappropriate to do so.

3. **Ask for advice if you are unsure if you should share information. You should:**

- ask your manager or safeguarding leads;
- avoid disclosing the identity of the adult, if possible, when seeking advice.

4. **Base your information sharing decisions on safety and wellbeing. You should:**

- ensure that you keep the safety and wellbeing of the adult, and others who may be affected, at the centre of your decision-making.

5. **Make sure that any information you share is necessary, proportionate, relevant, adequate, timely, and secure. You should:**

- only share information with those individuals who need to have it;
- make sure that any information you share is accurate and up-to-date;
- share information in a timely fashion.

6. **Keep clear records. You should:**

- keep a written record of your decision to share information, including your reasons for sharing;
- record what you have shared, with whom, and for what purpose.