



Confidentiality & Information Sharing Policy

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| Date of last review | June 2022 | Reviewed by | S Gomarsall |
| Date of next review | June 2023 | To be reviewed by | S Gomarsall |

Information sharing is vital to safeguarding and promoting the welfare of children and young people. The decisions about how much information to share, with whom and when, can have a profound impact on individuals' lives. The purpose of this policy is to ensure that Cambridge United Foundation (CUF) and our staff and volunteers maintain confidentiality as a norm, in accordance with The General Data Protection Regulation 2018 (GDPR), but share information where appropriate.

The GDPR 2018 requires consideration of the impact of disclosing information on the information subject and any third parties. Any information shared must be proportionate to the need and the level of risk. The most important consideration is whether sharing information is likely to safeguard and protect a child or vulnerable adult.

CUF staff/volunteer will keep the following things in mind when deciding whether or not to share information:

- **Relevant:** Only information that is relevant to the purposes should be shared with those who need it. This allows others to do their job effectively and make sound decisions.
- **Adequate:** Information should be adequate for its purpose. Information should be of the right quality to ensure that it can be understood and relied upon.
- **Accurate:** Information should be accurate and up to date and should clearly distinguish between fact and opinion. If the information is historical then this should be explained.
- **Timely:** Information should be shared in a timely fashion to reduce the risk of harm. Timeliness is key in emergency situations and it may not be appropriate to seek consent for information sharing if it could cause delays and therefore harm to a child. Practitioners should ensure that sufficient information is shared, as well as consider the urgency with which to share it.
- **Secure:** Where possible, information should be shared in an appropriate, secure way.
- **Record:** Information sharing decisions should be recorded whether or not the decision is taken to share. If the decision is to share, reasons should be cited including what information has been shared and with whom. If the decision is not to share, the reasons for arriving at this decision should be recorded.



When to share information

When asked to share information, CUF staff/volunteer should consider the following questions to help you decide if and when to share. If the decision is taken to share, you should consider how best to effectively share the information.

Is there a clear and legitimate purpose for sharing information?

- Yes - see next question
- No - do not share

Does the information enable an individual to be identified?

- Yes - see next question
- No - you can share but should consider how

Is the information confidential?

- Yes - see next question
- No - you can share but should consider how

Do you have consent?

- Yes - you can share but should consider how
- No - see next question

Is there another reason to share information such as to fulfil a public function or to protect the vital interests of the information subject?

- Yes - you can share but should consider how
- No - do not share

Cambridge United Foundation is committed to promoting equality of opportunity for all staff, volunteers and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.