

Core brief

Friday, 26 May 2017

Introduction

This issue brings you information on data sharing.

Data Sharing

NHSGGC recognises the need to share information appropriately, and encourages staff to share information across departments and with partner organisations to ensure the best possible care is provided to patients. We have a duty to ensure our staff, contractors and other users of NHSGGC systems can share information within a secure environment and are protected against the risk of a security breach occurring.

Where required to share information with external organisations, such as Prison Services, Police or Local Authorities, we do so by putting in place an Information Sharing Protocol between all relevant parties. These agreements encourage staff to share information appropriately and proportionately about their service users when it benefits their care and when it is necessary to protect vulnerable adults or children. The Agreement describes how partners will exchange information with each other - particularly information which identifies individuals.

Where we have contracted with third parties to carry out a service on our behalf and this involves the processing of identifiable data, we are required to have a Data Processing Agreement in place.

All Information Sharing Agreements must be registered with the Information Governance Department.

General Tips

- Only disclose the minimum information required to meet the purpose
- Ensure the information is shared securely and seek advice if necessary
- Information can be disclosed:
 - When effectively anonymised
 - When required by law or under a court order
 - With the consent of the individual
 - When in the public interests, such as concerns about a child or vulnerable adult
 - Prevention and detection of serious crime

For further information about data sharing or to access template documents for data sharing please contact: Data.protection@ggc.scot.nhs.uk