



Information Sharing: Second Level Protocol for provision of personal assistant services

**Between Gloucestershire County Council Children & Young People's
Directorate (CYPD) and Barnardos**

Group drawing up this proposal: Short Breaks Pathfinder Team

| Document Details | | | |
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Information Sharing: Second Level Protocol for provision of personal assistant services

Between Gloucestershire County Council Children & Young People's Directorate (CYPD) and Barnardos

1. Purpose of information sharing

The purpose of information sharing is to facilitate the provision of Personal Assistants (PAs) to disabled children, young people and their families in Gloucestershire.

2. Role & Responsibilities of Partners

The Children & Young People's Directorate will initially collect and store personal information on disabled children, young people and their families through assessment. This information will then be disclosed to Barnardos when the provision of a personal assistant is appropriate.

Barnardos will provide statistical data to CYPD, including name and date of birth of the young person.

This will only be shared with the prior consent of the child or young person's family.

3. Legislation

Data Protection Act 1998.

There is no legislation specific to this project.

4. Consent

CYPD will seek written consent from families before sharing any personal information with Barnardos. This will take place at assessment/review taking account of any decision not to give consent to share with any specified agencies

5. Information exchanged or shared between partners

The information to be exchanged or shared will include but not be limited to:

- Name
- Address + other contact details
- Date of Birth
- Gender
- Ethnicity & religious belief
- Condition/Impairment
- Parent/Carer contact details
- Needs and interests of child/young person with desired outcomes

The data may be shared electronically and in printed format. Where possible data should be in a standard format. All electronic exchanges of data will take place securely using the appropriate levels of encryption. All data will be stored securely.

All data exchanged must be accurate valid, reliable, timely, relevant and complete. Any inaccurate data will be fed back to the professional who made the referral/assessment.

6. Security

Physical Security:

All electronic transmission will take place using encryption of Winzip v.9 or above. All paper records will be stored in locked cabinets.

Retention:

Data shall be retained in line with the GCC Data Retention Policy or the Barnardos's Barnardo's Recording Policy as appropriate

Breaches of Security:

Any breaches in security will be dealt with in line with either the GCC Data Protection Breach Policy or Barnardo's IT Security Policy, if appropriate.

Subject Access:

Any subject access requests will be dealt with in line with either the GCC Access to Personal Information (Subject Access) Policy or Barnardos's Barnardo's Data Protection Policy policy.

7. Complaints Procedures

Any complaints will be dealt with under the CYPD Complaints Policy or Barnardos's Barnardo's Complaints Handling Procedure as appropriate.

8. Awareness Training

Awareness training regarding this protocol will be provided by staff within CYPD or by Barnardos's staff as appropriate.

9. Monitoring & Review

The protocol will be reviewed during the 1st quarter after matching has commenced and then annually thereafter.

10. Additional Information

Glossary of terms

Within this document, the following definitions apply: N/A

The following abbreviations are used:

| | |
|------|---|
| GCC | Gloucestershire County Council |
| CYPD | Children & Young People Directorate |
| NAS | National Autistic Society (included only in NAS's document) |

11. Signatory page:

| Name: | Title: | Organisation: | Signature: |
|--------------|--------------------------|---------------|------------|
| Philip Douch | Commissioning Manager | GCC | |
| Jane Stacey | Director SW | Barnardos | |