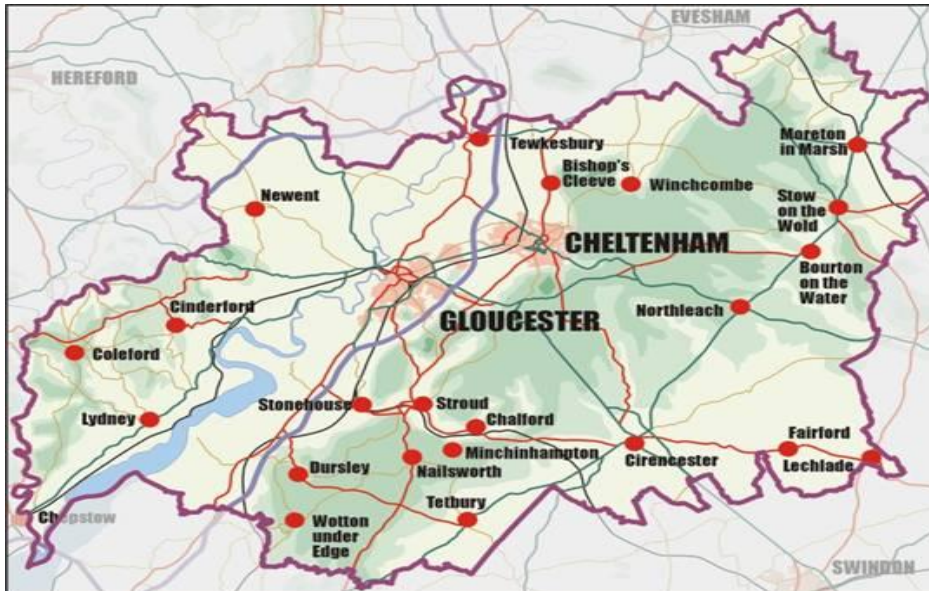


**INFORMATION SHARING 2nd LEVEL PROTOCOL
BETWEEN GLOUCESTERSHIRE CARE SERVICES
CAREPLUS SYSTEM AND GLOUCESTERSHIRE
COUNTY COUNCIL.**



The most up to date policy will always be available under Policies and Procedures on the Gloucestershire Primary Care Trust Intranet. If you require this document in a different language or format please contact Corporate Administrative Assistant, Directorate of Communication, Performance and Planning.

POLICY AUTHORISATION FORM

1	NAME OF POLICY:	INFORMATION SHARING 2 ND LEVEL PROTOCOL BETWEEN GLOUCESTERSHIRE CARE SERVICES CAREPLUS SYSTEM AND GLOUCESTERSHIRE COUNTYT COUNCIL.
	JOB TITLE OF AUTHOR:	CHILD HEALTH SYSTEM MANAGER
	DIRECTOR:	CALDICOTT GUARDIAN
	NAME OF GROUP: (if applicable)	
EQUALITY AND DIVERSITY		
	An Equality & Diversity assessment has been completed <i>(Please contact the Equality & Diversity Lead)</i>	
2	CONSULTATION	
	NAME OF GROUP (S) (complete where relevant)	
	Name of Local Committee or Specialist Group?	Information Governance Steering Group
	Name of Countywide Committee or Specialist Group?	GCC cascade
	Other relevant Forum/Individual? <i>Consultation had taken place.</i> <i>Discussed with Information Governance & Records Mgr.</i>	Information Manager AGW Info Governance Manager Glos Care Services – General Manager Children’s Services YES
3	APPROVED BY BOARD/AUTHORISED GROUP	
	NAME OF GROUP OR BOARD i.e. Trust Board	DATE APPROVED
	INFORMATION GOVERNANCE COMMITTEE	Draft v1.0 03.11.09
	TO BE REVIEWED BY: (Author)	DATE TO BE REVIEWED:
	CHILD HEALTH SYSTEMS MANAGER	November 2010
4	TO BE COMPLETED BY CO-ORDINATOR	
	DATE PUT ONTO SPREADSHEET:	
	POLICY NUMBER:	
	DATE PLACED ON INTRANET:	
	DATE COMMUNICATED TO STAFF:	

POLICY UPDATES/CHANGES			
<i>(AFTER BOARD/DESIGNATED GROUP APPROVAL)</i>			
Date	Summary of Changes	Author/Editor	Version No.

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Appendix 2	SHARING INFORMATION ON CHILDREN – GUIDE	

Gloucestershire Care Services 

**Gloucestershire
County Council**

INFORMATION SHARING: Second level protocol

Version 1

Between Gloucestershire Care Services (GCS) and Gloucestershire County Council (GCC) in

respect of Information Sharing between data held in Child Health CarePlus and GCC Capita ONE systems.

1. **PURPOSE and OVERVIEW**

- 1.1 This second level protocol is made under the auspices of the Avon, Gloucestershire and Wiltshire Information Sharing Agreement (version 4.0 July 2007) which has been adopted by each organisation.
- 1.2 The purpose of this protocol is to regulate specific information Sharing between Gloucestershire Care Services (GCS) Child Health and Gloucestershire County Council (GCC) to enable these organisations to perform their statutory duty under Sections 10 and 11 of the Children's Act 2004 and is in keeping with Government Guidance as proposed within 'Every Child Matters' (2005) documentation.
- 1.3 Sections 10 and 11 of the Children's Act 2004 requires Children's Service Agencies to co-operate to improve the well-being of children and to safeguard and promote the welfare of children.

2. **PRINCIPLES APPLICABLE TO THIS PROTOCOL**

GCS and GCC being signatories of the Avon, Gloucestershire and Wiltshire Information Sharing Agreement, are mindful of the legal duties laid upon them by The Data Protection Act 1998, The Human Rights Act 1998, the Common Law Duty of Confidence, the Caldicott Principles and Professional Codes of Practice.

3. **INFORMATION TO BE SHARED**

- 3.1 GCS Child Health Department agrees to transmit to GCC via the secure GCC email link, the names of all children born in the County and those moving into the area (aged 0-18) within 2 months of them being registered with a General Practitioner within the County.
GCS Child Health Department and GCC further agrees appropriate access to screens of their respect information systems.
- 3.2 GCS and GCC agreed to transmit/receive between them at regular intervals and on request the following information regarding the birth and movement of children into the County.

Enquiry extraction will ensure non-inclusion of deceased/stillborn children. Any children who subsequently die will be de-activated in the Capita ONE database on receipt of notification from Child Health. A full audit will also take place per month as per the handling deceased children protocol.

- a. Legal surname and forename
- b. Gender
- c. Date of birth
- d. Movement in date (if applicable)
- e. Address
- f. NHS number
- g. Name of person with parental responsibility
- h. Primary medical practitioner (GP)
- i. School Name
- j. Pupil ID

The information to be shared will provide information:

- to facilitate access for contact and notification of services available
- to support data quality & integrity of information systems working in Care Services and GCC

- To facilitate safeguarding children and their families.

4.0 INFORMATION PROCESSING

4.1 The data will be viewed and transferred to the named GCC Manager from the Careplus Child Health System by secure electronic format via secure processing and handling, compliant with the safe transfer of patient/client identifiable information protocols within each organisation.

Determination of process to be agreed with Information Governance leads in each organisation, to ensure assurance and compliance with data transfer security controls.

4.2 The data being shared must be accurate, valid, reliable, timely, relevant and complete.

4.3 It will be incumbent on all organisations to ensure that all data/information, whether in paper or electronic format, will be protected from inappropriate and unlawful access.

4.4 GCS and GCC agree that in sharing the specified information, in compliance with the Principles of the Data Protection Act 1998, that parents/legal guardians will be advised of the purpose for which the data will be shared.

4.5 GCS and GCC agree that they will use all reasonable endeavours to notify parents, or other persons with parental responsibility of a child of their intentions to the sharing of information between the said organisations.

- Privacy notices will be issued to families known to Schools at least once per year in line with guidance from the DCSF
- <http://www.gloucestershire.gov.uk/schoolsnet/index.cfm?article=92596>
- Information on data sharing will be included within PCHR (Personal Child Health Record) red book and will appear on the School Nurse Leaflets issued to all children at school entry.

4.6 Information shared will not be excessive and may not be processed in such a way that substantial damage or distress is likely to be caused.

4.7 Information will be retained no longer than necessary by each organisation and will be confidentially disposed of in accordance with the Retention Policy.
(<http://www.gloucestershire.gov.uk/index.cfm?articleid=2345>)

5.0 COMPLAINTS

5.1 Provision will be made for queries, concerns or complaints to be fully addressed and responded to. In the event of a complaint, each organisation's complaints procedure may be accessed, but it will be shared and dealt with jointly as appropriate.

5.2 It is acknowledged by the signatories of this Information Sharing Protocol that if a parent requests that their child's data is not shared, this will be discussed with the parent and if in the interests of the child it will not be shared unless there are Safeguarding issues.

However, each organisation will endeavour to provide reassurances about the benefits of Sharing Information and of the security incorporated within the processing of data for sharing, to prevent inappropriate use and to address any specific concerns. It should be highlighted to parents with concerns, that information in relation to birth of a child is part of a Public Record, already accessible and that Sections 10 and 11 of the Children's Act 2004 are an enactment that puts a duty on each organisation to co-operate in the sharing of information in the best interests of children and families.

5.3 If any data being shared is found to be inaccurate, the organisations will take immediate steps to correct it and to inform the other parties, as appropriate, of the error and correction.

6.0 **UPDATE and REVIEW**

Representatives of each organisation will meet at least once a year to review the efficiency of this Second Level Protocol.

7.0 **AWARENESS TRAINING**

7.1 This Protocol will be accessible within each organisation and will be widely shared with the Child Health and GCC Managers and staff. It will promote joint training initiatives in respect of Information Sharing.

(Useful practitioner guidance – www.everychildmatters.gov.uk/informationsharing).

This protocol will work in conjunction and with reference to the following associated documentation attached as Appendix 1.

Appendix 1

Joint Confidentiality Agreement for the Sharing of Personal Information between all Agencies and Individuals working with the ECM (Every Child Matters) Framework in Gloucestershire (Version 1 – 15 June 2009).

Appendix 2

Sharing Information on Children 'A guide for people working with children, young people and their families'.

8.0 Existing Indemnities within Gloucestershire Care Services (GCS), and Gloucestershire County Council (GCC) will apply in relation to this protocol.

9.0 Each party, by signing below, confirms adherence to the principles of this protocol.

Signed on behalf of Gloucestershire Care Services

Name:

Date:

Title:

Signed on behalf of Gloucestershire County Council

Name:

Date:

Title:

