

Information Sharing with Partner Agencies – good practice guidance

Nottinghamshire Police shares information for many reasons, with other forces, partner agencies and the public. Sharing information allows us to deliver a better and more effective service. It is the policy of Nottinghamshire Police to generally share information or intelligence with other third parties as long as a lawful basis can be established, except in circumstances where disclosure may compromise any Police operation, investigations and initiatives, or has the potential to cause harm to an individual.

What is Good Information Sharing Practice?

- In a nutshell, it is the right information shared with the right staff member in the right agency/agencies at the right time and in the right way.
- How and to whom you pass on information depends very much on your role and local policy. Make sure that you know how these apply to you.
- There is an Information Sharing Agreement in place, or, the purpose justifies infringing the individuals right to privacy.
- In exceptional circumstances information could be disclosed for operational or emergency situations when a record of the information disclosed **MUST** be recorded, by the discloser. Make sure that you know how this applies to you.
- The method of transmitting the information depends both on urgency and local policy. If you are giving important information verbally, always make a note according to local policy. Ensuring the security and confidentiality of information is most important; therefore an audit trail is vital.

Remember - The basic approach is to think about the “need-to-know” and “need-to-share” requirements of any request and to make sure that any sensitive information is made available only to those persons with appropriate clearances, for the performance of their and your own duties and in line with either an ISA or an operational requirement.

Therefore Information sharing must:

- Have lawful authority.
- Be necessary.
- Be proportionate and done in ways, which.
- Ensure the safety and security of the information shared.
- Be accountable.

Remember - Countless Enquiries and Reviews over the years have identified the fact that a failure to communicate key pieces of information has contributed to tragedy.

Simple Q & A:

Q Is there a legal basis and legitimate purpose to share information?

A The purpose of the information sharing should be explicit.

Q Why do I/they want this information?

A The information sharing will be justified if the purpose of the sharing is clearly in the best interests of the individual(s)

REMEMBER - IF YOU ARE IN ANY DOUBT AT ALL – PLEASE CONTACT THE INFORMATION MANAGEMENT / INFORMATION SECURITY TEAMS WHO WILL BE ABLE TO PROVIDE FURTHER ADVICE.