



Information sharing checklist

About your right to share the information

1. Do I already have informed consent to share this information?
2. Is the information sensitive personal information?
3. Do I need consent to share the information?
4. If the person who is the subject of the information lacks capacity to consent to it being shared then a best interests decision should be made and recorded
5. Do I have a legal duty or power to share the information?
6. Whose consent is needed? Whose information is it?
7. Would seeking consent or informing about sharing information place someone at risk, prejudice a Police investigation or lead to unreasonable delay?
8. Does the person who is giving consent understand the possible results of sharing the information?
9. Would sharing the information without consent cause more harm than not sharing the information?

About the information you are sharing

10. How much information is it necessary to share in this situation?
11. Have I separated out fact and opinion?
12. Do I need to check with someone else who told me this information or wrote this report before I share it?

About the person you are sharing information with and how you are sharing it

13. Am I giving this information to the right person?
14. Am I sharing this information in a safe way?
15. Does the person I am giving it to know it is confidential?
16. What will they do with it?

After sharing information

17. Does the person know that the information has been shared? (Where this would not place someone at risk or prejudice a Police investigation)
18. Have I recorded what has been shared with whom and why on case records?