

Meetings

INFORMATION SHARING & EXCHANGE

Meeting Date:-

We, the undersigned, accept and understand the principles of Information Sharing.

We understand that the information that is shared and exchanged within the confines of this meeting is for the specific purpose of the meeting.

CONFIDENTIALITY GUIDANCE

To enable the exchange of information between attendees at this meeting to be carried out in accordance with the Data Protection Act 1998, the Human Rights Act 1998, the Freedom of Information Act 2000 and the Common Law Duty of Confidentiality, all attendees are asked to agree to the following. This agreement will be recorded in the minutes.

- Information may be exchanged within this meeting for the purpose of identifying any action that can be taken by any of the agencies or departments attending this meeting to resolve the problem under discussion.
- A disclosure of information outside the meeting, beyond that agreed at the meeting, will be considered a breach of the subjects' confidentiality and a breach of the confidentiality of the agencies involved.
- All documents exchanged should be marked 'Restricted – not to be disclosed without consent'. All minutes, documents and notes of disclosed information should be kept in a secure location to prevent unauthorised access.
- If further action is identified, the agency/ies that are involved with that action should retain possession of whatever information is required to assist them to proceed with the action(s) and should then make formal requests to or meet with any other agencies holding such personal information as may be required to progress the action quoting their legal basis for requesting such information outside of the

meeting. No other party should use information exchanged during the course of this meeting.

- If the consent to disclose is felt to be urgent, permission should be sought from the Chair of the meeting and a decision will be made on the lawfulness of the disclosure. Such as the prevention or detection of crime, apprehension or prosecution of offenders, or where it is required to prevent injury or damage to the health of any person.

ATTENDANCE LIST

SIGNATURE	PRINT NAME	ORGANISATION

Guidance for Chairs of Multi Agency Meetings

As the Chair of meetings at which personal/restricted information may be discussed you should ensure that the following takes place: -

That all people present are aware that any information shared at the meeting is to be held in confidence and only shared on a need to know basis. This could be done by reading out the confidentiality guidance or including the confidentiality guidance or reference to it as part of the attendance list.

You should consider who is present at the meeting and whether all those present will need to know about information which identifies individuals. If they do not, you should structure the meeting so that personal/restricted information is only shared after those who do not need to know have left the meeting.

Individuals who are present when personal/restricted information is being shared should be reminded that notes recording personal information should only be made when it is necessary for themselves or their organisation to carry out their statutory roles. Their notes should include the origin of the information so that the originating organisation can be consulted regarding any subsequent disclosure.

Any notes containing such information should be treated as **'Restricted'** and kept secure from unauthorised loss or disclosure, e.g. not lost on way back from meeting. If necessary to do so only emailed via 'gsi.', 'gcsx.' or 'pnn.', shredded securely etc.

That all documentation left by meeting attendees including notes/agenda/minutes of previous meetings and any other paperwork is removed from the room after the meeting and handled/destroyed in a manner appropriate to its content. Please bear in mind that leaving such information in a confidential waste bag leaves it available to anyone subsequently using the meeting room.

The minutes of the meeting which are circulated to all parties should not include personal /restricted identifiable information – particularly if these are to be published under your Freedom of Information Act publication scheme. You should also ensure that if the information in the minutes falls within the definition of 'restricted' below they should also be handled in a secure manner

The relevant definition of 'Restricted' information:

If disclosure of the information would:

- cause substantial distress to individuals
- make it more difficult to maintain the security of the UK or allied forces

- prejudice the investigation or facilitate the commission of crime
- breach the confidence of material provided by third parties
- breach statutory restrictions on disclosure of material (does not include the Data Protection Act 1998, where non-sensitive information is involved)
- undermine the proper management of the public sector and its operations