

Frequently Asked Questions

What is the purpose of the Information Sharing Consent Form?

The purpose of the form is to advise you what we will do with the information you have given us.

What will the information be used for?

The information will be used to get a fuller picture of what you or your child's needs are and to work with you to see if we can help meet those needs.

Who will be able to see my information?

Access to the information will only be given to people who are working with you, your child and family, you will be able to see this information on request.

How long will it be kept for?

Information will only be kept for as long as it is needed. You will also be asked to renew your permission and you can withdraw it at any time.

Where will the information be kept?

Your information will be stored on our client database and in a paper file. It will be kept confidential and secure so that we comply to the Data Protection Act 1988

More Frequently Asked Questions

Could the information be shared without my permission ?

Yes, there are times when there might be a child at risk or who has been harmed, or where a serious crime has or may be committed.

What are my rights?

Your information is protected by the Data Protection Act 1998. This means that the information will only be used for the reasons stated. It will be kept safe and secure and you have the right to see what information is being kept about you. If you want more information about this ask to see an 'Access to Records' leaflet.

Your privacy

Under the Human Rights Act 1988 you have a right to privacy. We have a duty not to tell anyone. This means we will not give out any information about you to third parties without consent, unless we have to by law

Where can I find out more ?

If you need this information in another language, large print, Braille please telephone
01865 810564

www.dcsf.gov.uk/everychildmatters

A Guide to Confidentiality & Sharing Information In Oxfordshire



Information for Parents and Carers

Sharing Information helps to ensure you and your child/children:

- Get the services and support you need when you need it
- Are not continually asked the same questions

Every Child Matters
Change For Children

This leaflet
explains about

Why we need to
share information

Organisations that
may need to share
information

Confidentiality

Frequently
Asked
Questions

Why we need to share information about you and your family?

- Professionals often need to work together in order to provide you and your child/children with the best possible service to meet your needs
- To do this they need to record and share information within and between different organisations like education, health, local authority and voluntary services
- This leaflet aims to answer the most frequently asked questions and how to get more information about Information Sharing

Organisations that may need to share information include:

Early Intervention Service
Childrens & Adolescent Mental Health Service (CAMHS)
Childrens Centres
Information Advice Guidance Service
Early Years Settings
Education Support Services
Educational Psychology Services
Health Services
Primary Child & Adolescent Mental Health Services (PCAMHS)
Police
Schools & Colleges
Social Care
Voluntary Sector Organisations

All professionals working with you will follow the seven golden rules

1. Adhere to the Data Protection Act
2. Be open and honest about why, what, how and with whom they share information
3. Seek advice on sharing information as appropriate
4. Obtain your consent to share information, unless there are any safeguarding concerns
5. Consider your safety and wellbeing at all times
6. Only share what is necessary, relevant, accurate, timely and secure
7. Keep a record of any information sharing decisions which will be stored securely