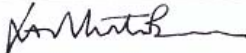

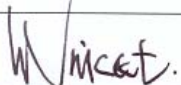

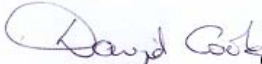

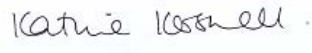

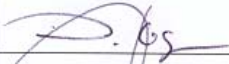
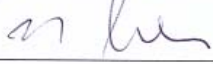
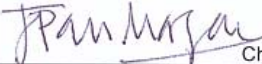


# Information Sharing Statement

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## SIGNATORY PARTNER ORGANISATIONS

Organisation	Signature Position	Date
Borough Council of Wellingborough	 Chief Executive	21.05.09
Corby Borough Council	 Chief Executive	28.05.09
Daventry District Council	 Managing Director	10.06.09
East Northamptonshire Council	 Chief Executive	3.06.09
Kettering Borough Council	 Chief Executive	24.6.09
Northampton Borough Council	 Chief Executive	29.06.09
Northamptonshire County Council	 Chief Executive	26.05.09
Northamptonshire Police Authority	 Chief Executive	29.05.09
Northamptonshire Police Force	 Chief Constable	10-06-09
NHS Northamptonshire	 Chief Executive	10-06-09
South Northamptonshire Council	 Chief Executive	10.06.09

# INFORMATION SHARING STATEMENT

## 1. INTRODUCTION

- 1.1 Information sharing is key to delivering better, more efficient public services that are co-ordinated around the needs of individuals and their communities. However, legally, the privacy rights of the individual must be maintained whilst sharing information.
- 1.2 Therefore the sharing of personal information requires a greater level of control than the sharing of non-personal information. Personal information should only be shared for a specific lawful purpose or where appropriate consent has been obtained, whereas non-personal information should be freely shared where required.
- 1.3 To maximise the benefits of information sharing, the signatories to this Statement (the “partner organisations”) must ensure that within their own organisation there is a culture that properly values and protects but also actively uses information. Also, working together, the partner organisations must drive forward a common solution that will enable them to share information.
- 1.4 This Statement, supported by the Information Commissioner’s Framework code of practice for sharing personal information and other guidance, sets out the commitment required from each partner organisation to share information legally with other partner organisations.

## 2. AIMS AND OBJECTIVES

- 2.1 The aims of this Statement are:
  - to demonstrate the intent for partner organisations to share information to deliver better services that are co-ordinated around the needs of the individual;
  - to set out the information sharing principles which the partner organisations will need to adopt to ensure the lawful sharing of information;
  - to provide guidance on the creation of Information Sharing Agreements (ISAs) which specify the conditions for sharing information between partner organisations.
- 2.2 By becoming a signatory to this Statement, each partner organisation is making a commitment to:-
  - a) Adopt a proactive approach in seeking opportunities to share information to deliver better services to Northamptonshire residents;
  - b) Ensure that measures are in place within their organisation to support effective delivery of the information sharing principles set out in this Statement;
  - c) Adhere to the appropriate legal requirements for information sharing and information handling;
  - d) Apply all good practice guidance relating to information sharing and handling, including the Information Commissioner’s Code of Practice, Fair Processing and Best Practice Standards, the Ministry of Justice Guidance on the Law in Public Sector Data Sharing;
  - e) Develop Information Sharing Agreements (ISAs), based on the template attached as an Appendix to this Statement, where there is a need to share information between partner organisations;

- f) Protect information which will maintain public trust in the handling of their information and promote trust between partner organisations in the handling of their information;
- g) Collaborate to support the appropriate sharing of information including the production of procedures and guidelines, training and development, sharing best practice and systems development.

### 3 THE LEGAL FRAMEWORK

3.1 Partner organisations will share information in accordance with and having due regard to the Data Protection Act, the Common Law Duty of Confidentiality, the Caldicott Principles, the DfES Cross-Government 'Information Sharing Practitioners' Guide and any other relevant statutory and/or non-statutory legislation and guidance concerning the sharing and handling of information.

3.2 The ISAs will state the legislation, regulations and good practice guidance relevant to the specific need to share information between partner organisations.

### 4 PRINCIPLES OF SHARING INFORMATION

4.1 These are the principles that each partner organisation needs to adopt to share information legally. They provide the background to any ISA.

#### For Partner Organisations

Each Partner Organisation will:-		
1	<b>Making the Statement work</b>	Support the adoption, dissemination, implementation, monitoring and review of this Statement and its requirements in accordance with their own internal and any other jointly agreed and authorised information governance standards and/or operational policies and procedures.
2	<b>Information Sharing Single Point of Contact</b>	Designate a single named officer who will have responsibility for implementing and monitoring the organisation's commitments under this Statement.
3	<b>Sharing information legally</b>	Share information in accordance with, and having due regard to, all relevant legislation, regulations and good practice guidance. Any information that is shared must be relevant and not excessive.
4	<b>Increasing transparency</b>	Use fair processing notices to inform people what their information will be used for and how it will be shared.
5	<b>Maintaining data quality standards</b>	Ensure that the information being shared is accurate, valid, reliable, timely, relevant, and complete. Partner organisations should maintain robust records that demonstrate their approach to ensuring data quality.
6	<b>Providing CRB Checks</b>	Ensure that, <b>where required</b> , staff within their organisation have the necessary level of Criminal Records Bureau Checks.
7	<b>Training and guidance</b>	Provide staff awareness, training and operational guidance to ensure that all relevant staff are aware of their responsibilities in relation to the lawful use and/or sharing of information
8	<b>Disciplinary procedures</b>	Ensure that staff are aware that failure to comply with their responsibilities relating to the lawful use and/or sharing of information may result in disciplinary procedures.
9	<b>Logging non-compliance</b>	Ensure that all breaches of lawful use and/or sharing of information within their organisation are logged and dealt with in accordance with their own procedures. These breaches should also be shared with the other partner organisations.
10	<b>Handling complaints</b>	Ensure that complaints received relating to the use and/or sharing of information are monitored and dealt with in accordance with the partner organisation's complaints procedure.

11	<b>Retention and disposal</b>	Ensure that information that has been shared is only kept for as long as it is required. Specific details regarding retention and disposal would be outlined in the relevant ISA.
12	<b>Being responsible for third party compliance</b>	Where a partner organisation uses a third party to process information on its behalf, it is responsible for ensuring that the third party is aware of its responsibilities in relation to the lawful use and/or sharing of information. The partner organisation is also responsible for ensuring the third party complies with this Statement and any relevant ISAs.
13	<b>Controlling access to personal information</b>	Ensure staff have access to the information they need when they need it to perform their role but ensure that access to personal information is restricted on a 'who needs to know' basis.

### For employees of Partner Organisations

<b>All employees have a responsibility to:</b>		
<b>A</b>	<b>Following procedures</b>	Follow the procedures and standards that have been agreed and incorporated within this Statement and any associated ISAs.
<b>B</b>	<b>Maintaining confidentiality</b>	Protect confidentiality and disclose information only to those who have a right to see it.
<b>C</b>	<b>Developing their knowledge</b>	Undertake any training to understand their responsibilities in relation to the lawful use and/or sharing of information.
<b>D</b>	<b>Maintaining data quality</b>	Play an active role in ensuring that the quality of data they maintain and use is fit for purpose and up to the standards expected.

## 5. GOVERNANCE AND REVIEW ARRANGEMENTS

- 5.1 The Northamptonshire Knowledge Management Board (NKMB) will, as part of its role, oversee the establishment and implementation of the Information Sharing Statement, and will ensure it is monitored and reviewed. It will also ensure that all existing protocols and agreements are consistent with, and aligned to, this Statement, and that, over time, the range and number of such additional protocols and agreements is kept to the minimum consistent with clear understanding of what is expected.
- 5.2 This Statement will be formally reviewed annually by the NKMB unless new or revised legislation or national guidance necessitates an earlier review. In carrying out a review, the NKMB will seek the views of and evidence from all existing signatories and any potential signatories.
- 5.3 Any of the signatories can request an extraordinary review at any time where a joint discussion or decision is necessary to address local service developments.

**NORTHAMPTONSHIRE PARTNERSHIP**

**INFORMATION SHARING STATEMENT**

By signing this agreement, all signatories accept responsibility for its execution and agree to ensure that staff are trained so that requests for information and the process of sharing itself is sufficient to meet the purpose of this agreement.

Signatories must also ensure that they comply with all relevant legislation.

Name: .....

Title: .....

Organisation: .....

Signature: .....

Date: .....

**SINGLE POINT OF CONTACT**

Name: .....

Title: .....

Organisation: .....

Address: .....

Contact Details: Tel: ..... Fax: .....

Email: .....

Signature: .....

Date: .....

Please return completed form to:

Appendix - ISA TEMPLATE

**INFORMATION SHARING AGREEMENT**

***TITLE OF ISA***

ISA Ref:	
----------	--

PURPOSE:	
----------	--

PARTNERS:	
-----------	--

Date:	
-------	--

Review Date:	
--------------	--

ISA owner:	
------------	--

ISA written by:	
-----------------	--

**VERSION RECORD**

<b>Version Number</b>	<b>Amendments Made</b>	<b>Authorisation</b>

## ISA TEMPLATE

### **1 INTRODUCTION**

---

*The reason for this ISA outlined in this document is*

### **2 PURPOSE**

---

*The purpose of this agreement is to*

### **3 PARTNER(S)**

---

*This agreement is between the following partners:-*

### **4 POWER(S)**

---

*This agreement fulfils the requirements of the following:-*

### **5 PROCESS**

---

*This agreement has been formulated to facilitate the exchange of information between partners. It is, however incumbent on all partners to recognise that any information shared must be justified on the merits of each case.*

#### **5.1 TYPES OF INFORMATION TO BE SHARED**

#### **5.2 CONSTRAINTS ON THE USE OF THE INFORMATION**

*The recipient of information provided by the originating organisation has an obligation under the Data Protection Act to consider the implications of further release of this information to any other third party. If there are any concerns with regard to further dissemination of the information then the originating organisation should be contacted.*

*The information must be stored securely and deleted when it is no longer required for the purpose for which it is provided.*

#### **5.3 ROLES AND RESPONSIBILITIES UNDER THIS AGREEMENT**

#### **5.4 SPECIFIC PROCEDURES**

#### **5.5 REVIEW, RETENTION AND DISPOSAL**

**5.6 REVIEW OF THE INFORMATION SHARING AGREEMENT**

**5.7 INDEMNITY**

**5.8 CONFIDENTIALITY AGREEMENT**

**6 SIGNATURES**

---

*By signing this agreement, all signatories accept responsibility for its execution and agree to ensure that staff are trained so that requests for information and the process of sharing itself is sufficient to meet the purpose of this agreement.*

*Signatories must also ensure that they comply with all the relevant legislation.*

<b>Organisation</b>	<b>Name</b>	<b>Title</b>

## APPENDIX 2

# NORTHAMPTONSHIRE LAA DATA SHARING AND QUALITY PROTOCOL To be reviewed April 2010

## INTRODUCTION

The purpose of this data sharing and quality protocol is to:-

- help partners get the most value from data by communicating the partnership's commitment to data quality and improving the quality of data.
- give the necessary assurance to those using information to make decisions, assessments or judgements.

## DATA QUALITY

Performance will be assessed, decisions made and action taken based on the information provided. It is therefore essential that data used for reporting performance be of good quality. The Audit Commission have undertaken work on 'what makes data good data' and produced a list of 'six characteristics of good quality'<sup>1</sup> as described below. All data supporting the Northamptonshire LAA and CAA processes should adhere to these qualities. These are:

<b>Accuracy</b>	Data should provide a true account of what it is intended to represent to enable informed decisions to be made. The level of accuracy should be balanced with the need to provide timely data.
<b>Validity</b>	Data should appropriately reflect what it is intended to measure or report, e.g., in the case of performance data agree with any agreed NIS or local definition and relate to the outcome it is being used to measure.
<b>Reliability</b>	Data should be consistently calculated, recorded, analysed and reported over time in a way that provides a meaningful reflection of the situation. It is essential that definitions and guidance are followed each time performance data is produced to enable assessments to be made consistently over time.
<b>Timeliness</b>	Data should be available frequently and promptly enough (as near to 'real-time' as possible) for it to be valuable for managing service delivery and decision making, providing the opportunity to take corrective action where needed.
<b>Relevance</b>	Data should be defined/selected, collected, recorded and analysed with the intended use and audience in mind so that it is fit for purpose and adds value to the decision making process.
<b>Completeness</b>	Data should be complete and comprehensive to ensure it provides a full picture of the current situation, e.g., for performance data enabling assessment of how we are doing against our targets and/or others. Where it is incomplete and/or could be misleading this should be stated to enable appropriate judgements about its use to be made.

In seeking to achieve good quality data for the LAA and CAA, a balance may be required between some of these elements.

<sup>1</sup> Audit Commission: 'Improving information to Support Decision Making: Standards for Better Quality Data', November 2007.

## **DATA SHARING**

Partners of the Northamptonshire LAA agree to co-operate with each other and to fully and properly adhere to its principles, procedures and supporting forms, as detailed in the LAA Delivery Framework.

Through this agreement partners agree that aggregated (i.e. at a level at which individuals cannot be identified) performance information in relation to the National Indicator Set and the Local Area Agreement indicators can be shared with relevant organisation and partners as appropriate and externally to the public.

## **ROLES AND RESPONSIBILITIES**

It is the responsibility of all partner organisations to ensure that systems and procedures are in place to produce good quality performance information, and contingency arrangements and appropriate controls are in place to give assurance about quality.

Partners need to ensure that staff have adequate knowledge, skills and capacity to achieve data quality objectives.

Ensuring that the Data sharing and quality protocol is communicated, understood and implemented by all relevant staff.

There should be regular data quality assurance checks of the data being supplied to ensure that they are meeting data quality requirements (i.e. verification and signed off by Managers).

The relevant leads/ officers should agree the data to be supplied before being submitted to the LAA.

**Specific roles in relation to data quality and sharing for the LAA and CAA;**

Role	Areas of responsibility
Chief Officers of all partner organisations	<ul style="list-style-type: none"> <li>• Challenging data quality, as appropriate</li> </ul>
Performance Management lead officers of all partner organisations	<ul style="list-style-type: none"> <li>• Keeping knowledge of relevant performance measures, requirements and issues up to date and cascading appropriate information to all staff involved in producing data.</li> <li>• Maintaining an overview of data quality issues for performance data, facilitating internal and external audit.</li> <li>• Ensuring information is regularly provided within the timescales agreed, highlighting any changes or potential issues relating to the information provided (e.g. changes to systems, sources and definitions) so that sound judgements can be made about how this information should be used and interpreted. This should also include regular reviews of data quality, highlighting areas of concern, responding to issues/taking action and providing updates on progress as appropriate.</li> <li>• Ensuring that the information provided is supported by underlying working papers/records and that these are retained as appropriate.</li> <li>• Quarterly submissions are collected using a submission form which includes Data Quality and these are completed fully and signed by the relevant officers (senior manager, area manager and responsible officer).</li> <li>• Submissions are reported to the relevant committee (i.e. Scrutiny) and agreed before being submitted to the LAA.</li> <li>• Sharing learning relating to data quality from inside and outside of the organisation, applying good practice and collectively tackling data quality issues.</li> </ul>
Data owners / providers/ coordinators in all partner organisations	<ul style="list-style-type: none"> <li>• To ensure that data is captured, recorded and forwarded to others in accordance with this data sharing and quality protocol and the delivery framework.</li> <li>• To ensure that the data is accurate to the confidence levels required.</li> <li>• To undertake some initial verification checks – challenging data that falls outside expected data ranges.</li> <li>• To ensure that necessary audit trails are maintained.</li> </ul>
All Staff within partner organisations	<ul style="list-style-type: none"> <li>• Awareness of their individual responsibilities relating to data quality and how their day to day work can impact upon the quality of data and add value to their organisation and partnership working.</li> </ul>