

INFORMATION SHARING PROTOCOL

SUMMARY SHEET



Title of Agreement		Female Genital Mutilation (FGM)			
Organisation Name	Head Office Address	Phone	Email	Named Data Protection Officer	ICO Notification reference
Essex County Council	County Hall. Chelmsford. Essex. CM1 1QH	08457 430430	DPO@essex.gov.uk	Paul Turner	Z6034810
Barnardo's	SERO, Unit 1 Satellite Village, Fleming Way, Crawley, West Sussex, RH10 9NE	01293 610698 / 07584 347278	Michelle.lee-izu@barnardos.org.uk		Z5951768
Version Control					
Date Agreement comes into force			01 June 2019		
Date of Agreement review			01 June 2022		
Agreement owner (Organisation)			Essex County Council		
Agreement drawn up by (Author(s))			Gemma Gibbs/Lauri Almond		
Status of document – DRAFT/FOR APPROVAL/APPROVED			APPROVED		
Version			V 2.0		

Whole Essex Information Sharing Framework

This Information Sharing Protocol is designed to ensure that information is shared in a way that is fair, transparent and in line with the rights and expectations of the people whose information you are sharing.

This protocol will help you to identify the issues you need to consider when deciding whether to share personal data. It should give you confidence to share personal data when it is appropriate to do so, but should also give you a clearer idea of when it is not acceptable to share data.

Specific benefits include:

- transparency for individuals whose data you wish to share as protocols are published here;
- minimised risk of breaking the law and consequent enforcement action by the Information Commissioner's Office (ICO) or other regulators;
- greater public trust and a better relationship by ensuring that legally required safeguards are in place and complied with;
- better protection for individuals when their data is shared;
- increased data sharing when this is necessary and beneficial;
- reduced reputational risk caused by the inappropriate or insecure sharing of personal data;
- a better understanding of when, or whether, it is acceptable to share information without people's knowledge or consent or in the face of objection; and reduced risk of questions, complaints and disputes about the way you share personal data.

Please ensure all sections of the template are fully completed with sufficient detail to provide assurance that the sharing is conducted lawfully, securely and ethically.

Item	Name/Link /Reference	Responsible Authority
Privacy Impact Assessment (PIA/DPIA)		
Supporting Standard Operating Procedure		
Associated contract		
Associated Policy Documents		
Other associated supporting documentation		

Published Information Sharing Protocols can be viewed on the [WEISF Portal](#).

1.	Purpose	REFERENCES																
	<p>This Information Sharing Protocol has been established to ensure that throughout the operational period of the National FGM Centre developing excellence in response to FGM, Local Authorities and Barnardo's agree to share information about the children and young people we are working with within a framework that supports the provision of better services to these children and young people, whilst ensuring that all information sharing is undertaken safely and securely.</p> <p>This Protocol provides a commitment by the partners to ensure that a framework is in place that facilitates the sharing of information between partners for the purposes of providing social work provisions and respects the individual's right to privacy. Information sharing is increasingly important in the provision of services to children and young people and must be conducive to:</p> <ul style="list-style-type: none"> • Improving outcomes for children, young people and their families by ensuring they get the services they require. • Protecting children and young people from suffering harm from abuse or neglect and to prevent them from offending. 	<p>GDPR Go to article 5</p>																
2.	Information to be shared																	
	<table border="1"> <thead> <tr> <th data-bbox="192 836 1012 874">Agency Name</th> <th data-bbox="1012 836 1832 874">Data field/description</th> </tr> </thead> <tbody> <tr> <td data-bbox="192 874 1012 912">ECC and Barnardos</td> <td data-bbox="1012 874 1832 912"> <ul style="list-style-type: none"> • All demographic details </td> </tr> <tr> <td data-bbox="192 912 1012 951"></td> <td data-bbox="1012 912 1832 951"> <ul style="list-style-type: none"> • FGM indicators </td> </tr> <tr> <td data-bbox="192 951 1012 989"></td> <td data-bbox="1012 951 1832 989"> <ul style="list-style-type: none"> • Child and Family assessments </td> </tr> <tr> <td data-bbox="192 989 1012 1027"></td> <td data-bbox="1012 989 1832 1027"> <ul style="list-style-type: none"> • Intervention plans </td> </tr> <tr> <td data-bbox="192 1027 1012 1066"></td> <td data-bbox="1012 1027 1832 1066"> <ul style="list-style-type: none"> • Work undertaken with the child/ren and family on a day to day basis </td> </tr> <tr> <td data-bbox="192 1066 1012 1104"></td> <td data-bbox="1012 1066 1832 1104"> <ul style="list-style-type: none"> • Outcomes </td> </tr> <tr> <td data-bbox="192 1104 1012 1142"></td> <td data-bbox="1012 1104 1832 1142"> <ul style="list-style-type: none"> • Reviews </td> </tr> </tbody> </table>	Agency Name	Data field/description	ECC and Barnardos	<ul style="list-style-type: none"> • All demographic details 		<ul style="list-style-type: none"> • FGM indicators 		<ul style="list-style-type: none"> • Child and Family assessments 		<ul style="list-style-type: none"> • Intervention plans 		<ul style="list-style-type: none"> • Work undertaken with the child/ren and family on a day to day basis 		<ul style="list-style-type: none"> • Outcomes 		<ul style="list-style-type: none"> • Reviews 	<p>GDPR Go to articles 6 - 9</p>
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3.	Legal Basis																	
	<p>General Data Protection Regulation 2016 (GDPR) and Data Protection Act 2018.</p>	<p>GDPR Go to articles</p>																

Personal Data (identifiable data)	Special Categories of Data (Sensitive identifiable data)	Law Enforcement data (e.g. community safety partnerships)	6-14
Article 6:	Article 9: (if appropriate):	DPA Part 3 (if appropriate):	
<i>Legal Obligation</i>	Health & Social Care	Choose an item.	
<i>Public Task</i>	Choose an item.	Choose an item.	
<p>Other legislation or statute as follows</p> <ul style="list-style-type: none"> • Children Act 1975, 2004 • Prohibition of Female Circumcision Act 1985 • Female Genital Mutilation Act 2003 			
4. Responsibilities			
<p>For the purposes of this Protocol the responsibilities are defined as follows: For help go to https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32016R0679&from=EN Articles 24 – 29 where these roles are explained.</p>		Tick box	Organisation Name(s)
The Sole Data Controller for this sharing is:		<input type="checkbox"/>	
The Joint Data Controllers for this sharing are:		<input checked="" type="checkbox"/>	Essex County Council & Barnardos
In the case of Joint Data Controllers , the designated single contact point for Individuals is:		<input checked="" type="checkbox"/>	Essex County Council
<p>This Protocol will be reviewed three years after it comes into operation to ensure that it remains fit for purpose. The review will be initiated by Essex County Council.</p>			
5. Subject Rights			

Essex Partner Agencies' Information Sharing Agreements are made publicly available on the Whole Essex Information Sharing Framework website to enable compliance with article 12 of the GDPR.

It is each Partner's responsibility to ensure that they can comply with all of the rights applicable to the sharing of the personal information. It is for the organisation initiating the ISP to identify which rights apply, and then each Partner to ensure they have the appropriate processes in place.

<p style="text-align: center;">Subject Rights</p> <p style="text-align: center;">Select the applicable rights for this sharing according to the legal basis you are relying on</p>	<p>Processes are in place to enact this right - please check the box</p>
<p>GDPR Article 13&14 – Right to be Informed – Individuals must be informed about how their data is being used. This sharing must be reflected in <u>your privacy notices</u> to ensure transparency.</p>	<input checked="" type="checkbox"/>
<p>GDPR Article 15 – Right of Access – Individuals have the right to request access to the information about them held by each Partner</p>	<input checked="" type="checkbox"/>
<p>GDPR Article 16 – Right to Rectification – Individuals have the right to have factually inaccurate data corrected, and incomplete data completed.</p>	<input checked="" type="checkbox"/>
<p>GDPR Article 17 (1)(b)&(e) – Right to be forgotten – This right may apply where the sharing is based on Consent, Contract or Legitimate Interests, or where a Court Order has demanded that the information for an individual must no longer be processed. Should either circumstance occur, the receiving Partner must notify all Data Controllers party to this protocol, providing sufficient information for the individual to be identified, and explaining the basis for the application, to enable all Partners to take the appropriate action.</p>	<input type="checkbox"/>
<p>GDPR Article 18 – Right to Restriction – Individuals shall have the right to restrict the use of their data pending investigation into complaints.</p>	<input checked="" type="checkbox"/>
<p>GDPR Article 19 – Notification – Data Controllers must notify the data subjects and other recipients of the personal data under the terms of this protocol of any rectification or restrict, unless it involves disproportionate effort.</p>	<input checked="" type="checkbox"/>
<p>Article 21 – The Right to Object – Individuals have the right to object to any processing which relies on Consent, Legitimate Interests, or Public Task as its legal basis for processing. This right does not apply where processing is required by law (section 3). Individuals will always have a right to object to Direct Marketing, regardless of the legal basis for processing.</p>	<input checked="" type="checkbox"/>
<p>Article 22 – Automated Decision Making including Profiling – the Individual has the right to request that a human being makes a decision rather than a computer, unless it is required by law.</p>	<input type="checkbox"/>

GDPR
Go to articles
12 – 15

GDPR
Go to article
16 & 22

<p>Freedom of Information (FOI) Act 2000 or Environmental Information Regulations (EIR) 2004 relates to data requested from a Public Authority by a member of the public. It is best practice to seek advice from the originating organisation prior to release. This allows the originating organisation to rely on any statutory exemption/exception and to identify any perceived harms. However, the decision to release data under the FOI Act or EIR is the responsibility of the agency that received the request.</p>	<input checked="" type="checkbox"/>	
6.	Security of Information	
Security measures in place		
There are good quality access control systems in place	<input checked="" type="checkbox"/>	<p>GDPR articles 30 - 45</p>
Paper information is stored securely	<input checked="" type="checkbox"/>	
Paper and electronic information is securely destroyed with destruction log for electronic information	<input checked="" type="checkbox"/>	
Laptops and removable media such as memory sticks are secured when not in use	<input checked="" type="checkbox"/>	
Technical security appropriate to the type of information being processed is applied	<input checked="" type="checkbox"/>	
Arrangements are in place to meet the requirements for confidentiality, integrity and availability	<input checked="" type="checkbox"/>	
Disaster recovery arrangements are in place	<input checked="" type="checkbox"/>	
Encryption of personal data is fully implemented	<input checked="" type="checkbox"/>	
Data minimisation has been considered	<input checked="" type="checkbox"/>	
Can pseudonymised or anonymised data be used to meet your processing needs?	<input type="checkbox"/>	
There are sufficient access controls for systems/networks in place	<input checked="" type="checkbox"/>	
Routine and regular penetration tests are carried out	<input checked="" type="checkbox"/>	
Article 40 Codes of Conduct are adhered to (where applicable)	<input type="checkbox"/>	
Appropriate security is applied to external routes into the organisation; for example, internet firewalls and remote access solutions	<input checked="" type="checkbox"/>	
Confirm entry in Records of Processing Activity	<input checked="" type="checkbox"/>	
Additional measure 1 – please specify here	<input type="checkbox"/>	
Additional measure 2 – please specify here	<input type="checkbox"/>	

Personal information will be securely shared on an as and when basis via:

- Electronic case management access
- Secure Email
- Post
- Telephone

Partners receiving information will:

- Ensure that their employees are appropriately trained to understand their responsibilities to maintain confidentiality and privacy;
- Protect the physical security of the shared information;
- Restrict access to data to those that require it, and take reasonable steps to ensure the reliability of employees who have access to data, for instance, ensuring that all staff have appropriate background checks
- Maintain an up to date policy for handling personal data which is available to all staff
- Have a process in place to handle any security incidents involving personal data, including notifying relevant third parties of any incidents
- Ensure any 3rd party processing is agreed as part of this protocol and governed by a robust contract and detailed written instructions for processing.

International Transfers (Where applicable) NOT APPLCABLE

If any personal data is to be transferred outside of the EEA, please ensure you capture the relevant supporting adequacy decision for such a transfer here (articles 40-43).

Adequacy Decision in place https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries_en	Date of approval by EU Commission is:	[Provide hyperlink here]
ICO Approved standard contract clauses in place https://ico.org.uk/media/1571/model_contract_clauses_international_transfers_of_personal_data.pdf	Date of approval by ICO is:	[Provide hyperlink here]
ICO Approved Binding Corporate Rules in place https://ico.org.uk/for-organisations/guide-to-data-	Date of approval by ICO is:	[Provide hyperlink here]

protection/binding-corporate-rules/			
The Individuals have given explicit consent to the transfer and understand the risks associated with the transfer	Confirm this consent has been recorded appropriately	√ / ✘	
The receiving organisation in a 3rd country is bound by an approved Code of Conduct recognised by the EU	Date of approval by ICO is:	[Provide hyperlink here]	
ICO guidance on International Transfers can be found at https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/international-transfers/			
7. Format and Frequency			
<p>The format the information will be shared in is:</p> <ul style="list-style-type: none"> • Electronic case management access • Secure Email • Post • Telephone <p>The frequency with which the information will be shared is as and when</p> <p>If a shared system is being used by partners:</p> <ul style="list-style-type: none"> • What system is being shared? Mosaic Social Care System • Who is the owner of the system? Essex County Council 			
8. Data Retention			
Information will be retained in accordance with each partners' published data retention policy available on their websites, and in any event no longer than is necessary.			<p>GDPR Go to article 5</p>
9. Data Accuracy			
Please check this box to confirm that your organisation has processes in place to ensure that data is regularly checked for accuracy, and any anomalies are resolved <input checked="" type="checkbox"/>			<p>GDPR Go to articles 5, 16 - 18</p>

10.	Breach Notification	
<p>Where a security breach linked to the sharing of data under this protocol is likely to adversely affect an Individual, all involved Partners must be informed within 48 hours of the breach being detected. The email addresses on page 1 should be used to contact the Partners. The decision to notify the ICO can only be made after consultation with any other affected Partner to this protocol, and notification to the ICO must be made within 72 hours of the breach being detected. Where agreement to notify cannot be reached within this timeframe, the final decision will rest with the Protocol owner as depicted on page 1 of this document.</p> <p>All involved Partners should consult on the need to inform the Individual, so that all risks are fully considered and agreement is reached as to when, how and by whom such contact should be made. Where agreement to notify cannot be reached, the final decision will rest with the Protocol owner as depicted on page 1 of this document.</p> <p>All Partners to this protocol must ensure that robust policy and procedures are in place to manage security incidents, including the need to consult Partners where the breach directly relates to information shared under this protocol.</p>		<p>GDPR Go to articles 33, 34, 77 - 84</p>
11.	Complaints	
<p>Partner agencies will use their standard organisational procedures to deal with complaints from the public arising from information sharing under this protocol.</p>		<p>GDPR Go to articles 16 – 22 & 77</p>
12.	Commencement of Protocol	
<p>This Protocol shall commence upon date of the signing of a copy of the Protocol by the signatory partners. The relevant information can be shared between signatory partners from the date the Protocol commences.</p>		
13.	Withdrawal from the Protocol	

Any partner may withdraw from this Protocol upon giving 4 weeks written notice to the WEISF administration team weisf@essex.gov.uk. The WEISF administration team will notify other Partners to the Protocol. The Partner must continue to comply with the terms of this Protocol in respect of any information that the partner has obtained through being a signatory. Information, which is no longer relevant, should be returned or destroyed in an appropriate secure manner.

14. Agreement

This Protocol must be approved by the responsible person within the organisation (SIRO/Caldicott Guardian/Chief Information Officer).

Approver Name	
Organisation Name	
Date of Agreement	

Please submit this Protocol to weisf@essex.gov.uk with list of approved signatories. The Protocol will then be published on weisf.essex.gov.uk.

Email approvals will only be accepted from an authorised signatory role from each organisation. Please see the list of authorised roles per organisation on WEISF.essex.gov.uk