

## **Sharing Information between Agencies and Teams**

<<Remove paragraphs 1 - 5, on page 12 and replace with text below.

Sharing information is essential to enable early intervention and help our service users achieve a better life for them and their families. By sharing information we can keep our people safe, improve outcomes and ensure they get the right services at the right time.

It is important to remember that information sharing is not only about responding to requests but also being proactive and sharing information with other partners as it becomes available.

The first step to sharing is to understand what services partner agencies offer, and to work out which ones need to be involved when working with a service user. Information on each of the partner organisations is available to help you make this decision on the Parkside Intranet at [www.???](#)

Together, the partners have also developed guidelines and a checklist to promote good information sharing practice. These are available as a booklet, as well as on the Parkside Intranet at [www.???](#)

## **Confidentiality**

**Information** - If you routinely share information it is important to make sure you know how to do so securely, and what to do if there's a breach. Information security breaches most often occur through the errors or omissions of individuals. Guidelines on how to share information securely and how to report a breach can be found on the Parkside Intranet at [www.???](http://www.???)

<<This to be inserted into the Confidentiality section on page 13 of the NWW protocols document>>