

| Work package Outputs / Delivery Channels | Parkside Intranet (SharePoint) | Parkside Notices | Time Released Emails for staff based at Parkside | Time Released Talking Heads for staff based at Parkside | Parkside Induction Pack (Protocol) | Parkside Newsletters | Multi-Agency/Agency Team Briefings |
|---|--|--|--|---|--|-------------------------------------|--|
| Information Sharing | | | | | | | |
| Guidance | Publish (Word 1) | N | N | N | Publish (Link to Parkside Intranet) | Publish (Link) | Publish (Booklet 1) |
| Checklist | Publish (Word 2) | Publish (Poster 1) | Publish via Parkside email contact list, email reminder 1 - 3, 6, 9 month | Publish Parkside Extranet - TH 1 | Publish (Link to Parkside Intranet) | Publish (Link) | Publish (Flyer 1) Publish (Link in Booklet 1 & Flyer 1) |
| Link to LCC Information Security Introduction Training Package via Learning Pool website | Publish (Link in Word doc) | Publish (Link on Poster) | Publish via Parkside email contact list | N | Publish (Link) | Publish (Link) | |
| Incident Handling - Co-located office | | | | | | | |
| How to Report Information Incident in Co-located Office Handling an Information Incident in Co-located Office | Publish (Word 3) Publish (Word 4) | Publish (Poster 2) N | Publish via Parkside email contact list, email reminder 2 - 3, 6, 9 month N | Publish Parkside Extranet - TH 2 N | Publish (Link to Parkside Intranet) N | Publish (Link) N | Publish (Flyer 2) N |
| Link to LCC Information Security Introduction Training Package via Learning Pool website | Publish (Link in Word doc) | Publish (Link on Poster) | Publish via Parkside email contact list | N | Publish (Link) | Publish (Link) | Publish (Link on Flyer 2) |
| Consent | | | | | | | |
| Guidance Implicit and Explicit Consent | Publish (Word 5) | N | N | N | Publish (Link to Parkside Intranet) | Publish (Link) | Publish (Booklet 2) |
| Checklist | Publish (Word 6) | Publish (Poster 3) | Publish via Parkside email contact list, email reminder 3 - 3, 6, 9 month | Publish Parkside Extranet - TH 3 | Publish (Link to Parkside Intranet) | Publish (Link) | Publish (Flyer 3) |
| Unified Privacy Notice | | | | | | | |
| Privacy notice updated for co-located | Publish (Word 7) | N | N | N | N | N | N |
| FOI | | | | | | | |
| Process co-located request | Publish (Word 8) | N | N | N | N | N | N |
| DPA | | | | | | | |
| Process co-located request | Publish (Word 9) | N | N | N | N | N | N |
| ERI | | | | | | | |
| Process co-located request | Publish (Word 10) | N | N | N | N | N | N |
| Team Profile Information | Publish (Word 11) | Publish (Poster 4) | N | N | Publish (Link to Parkside Intranet) | Publish (Link) | N |
| Information Sharing Links & Examples | | | | | | | |
| Link to List of Partners | Link | | | | | | |
| Link to List of Advisors | Publish (Word 12) | | | | | | |
| Link to Example of Completed Consent form | Publish (Word 13) | | | | | | |
| Link to MBC Blank Consent Form | Publish (Word 14) | | | | | | |
| Link to Example of Recorded Consent form | Publish (Word 15) | | | | | | |
| Link to Example of Information Sharing Without Consent | Publish (Word 16) | | | | | | |
| Link to FOI Act | Link | | | | | | |
| Link to DPA | Link | | | | | | |
| Link to ICO website | Link | | | | | | |
| Incident Handling Links & Examples | | | | | | | |
| Link to List of Partners | Link | | | | | | |
| Link to MBC Blank Incident Reporting Form | Publish (Word 17) | | | | | | |
| Link to Example of Completed Incident form | Publish (Word 18) | | | | | | |
| Link to Contact details for MBC Risk Manager | Link | | | | | | |
| Link to Incident Severity/Responsibility Matrix | Publish (Word 19) | | | | | | |
| Link to Example of Completed Incident Response | Publish (Word 20) | | | | | | |
| Link to Example of Completed Full Incident Response | Publish (Word 21) | | | | | | |
| Link to MBC website Lessons Learned | Link | | | | | | |
| Link to Example of Post Incident Analysis Report | Publish (Word 22) | | | | | | |
| Consent Links & Examples | | | | | | | |
| Link to List of Partners | Link | | | | | | |
| Link to Example blank Consent Form | Publish (Word 23) | | | | | | |
| Link to Example completed Consent Form | Publish (Word 24) | | | | | | |
| Link to Example sharing without Consent | Publish (Word 25) | | | | | | |
| Link to List of Advisors | Publish (Word 12) | | | | | | |
| Unified Privacy Notice | | | | | | | |
| Link to Privacy Notice | Link | | | | | | |
| FOI, DPA, EIR Process per Partner | | | | | | | |
| Link to MBC customer website FOI,DPA | Link | | | | | | |
| Link to LCC customer website FOI,DPA | Link | | | | | | |
| Link to LPT customer website FOI,DPA | Link | | | | | | |
| Link to Police customer website FOI,DPA | Link | | | | | | |
| Link to Probation customer website FOI,DPA | Link | | | | | | |
| Team Profile Information | | | | | | | |
| Link to Parkside website | Link | | | | | | |
| Totals | 25* Word documents | 4* Posters | 9* Reminder emails | 3* Talking heads | 8 Links | 5 Links 3 Articles | 2 Booklets 3 Flyers |