# 7 Minute Briefing: Seven Golden Rules for Safeguarding Information Sharing

**1.GDPR is not a barrier.**
Data protection and regulation law is not intended as a barrier to info sharing – it helps us to share the right information, in the right way, for the right reasons. **Never put management. or organisation interests before the safety of others.** The principle of confidentiality is not absolute, especially when it is to safeguard adults or children.

**2. Be open and honest**.
Be clear with the people we support (and/or their families where (needed) what we hold, why we might.
Share it, who might need to know.
Try and get informed consent from the beginning where possible

**3. Seek advice**.
If in doubt, ask! Have confidence in checking with others. Talk to your safeguarding lead, or line manager. You do not have to disclose personal or identifying information to get someone else's view, even if you talk to the police or the local authority.

**4. Share with consent wherever possible.**
Respect the wishes of those who do not give consent. However, you may still decide to share information without consent where you can evidence that the need is:

- In the public interest
- The child, adult or someone else if they are at serious risk of harm.
- You suspect there is duress and coercion

**5. Always consider safety and well-being.**
What is the risk of not sharing the information?
What will be the impact of sharing / not sharing – on the person, on anyone else involved.

**6 Necessary, proportionate, relevant, accurate, timely and secure.**
Is it the right information for the purpose?
Is it being shared in the right format, with the right people?
Is it accurate and up to date?
Are you sharing promptly enough for the purpose intended?
Think "need-to-know".

**7. Keep a record.**
Be clear what you have shared or chosen not to share.
Why have you shared the information?
Evidence how you came to that decision, and who you shared what with.
**Resources to find out more**:
Safeguarding adults: sharing information - SCIE
Information sharing advice for safeguarding practitioners - GOV.UK (2024)
A 10 step guide to sharing information to safeguard children | ICO

Thanks to Luton and Luton Safeguarding Adult Board (LSAB) for permission to use this resource.