

## Leicestershire Strategic Senior Officer Group

19<sup>th</sup> October 2006

### Data Sharing Protocol

#### Report of the Information Management Group

##### **Purpose of Report**

1. To inform the Strategic Senior Officers Group of the publication of a revised Data Sharing Protocol v2.0 (DSP) developed for the Leicestershire Local Strategic Partnership (LLSP) and others.
2. The recommendations below have been endorsed by the Information Management Advisory Group.
3. The revised data sharing protocol has been developed by a sub group of the Leicestershire Information Management Group (who have overseen its development), comprising representatives from local government, police, Higher/Further Education establishments and the NHS.
4. The revised Data Sharing Protocol has been endorsed by Leicestershire Constabulary and is presently being approved by Leicester City Council.

##### **Recommendation**

5. It is recommended that SSOG
  - (a) Approve the revised Data Sharing Protocol v2 .0.
  - (b) Recommend it be referred to all partners of the Data Sharing Protocol for signature.

##### **Reasons for Recommendation**

6. The Data Sharing Protocol (DSP) has been revised to:-
  - take account of the requirements of the Freedom of Information Act 2000;
  - add an indemnity element to the DSP; and
  - include a revised data exchange template which reflects current best practice

##### **Background**

7. Following the launch of the DSP in October 2003 some 36 organisations have now signed up to the DSP. The current signatories are listed in appendix A.
8. With changes to legislative frameworks, and also issues arising from operational work, it is important that the Data Sharing Protocol is regularly reviewed, and the new version reflects this need.

9. Operational activity in developing Data Exchange Agreements has led to emerging good practice in the following areas:

- the development of a revised Data Exchange Agreement template,
- a need to refine the indemnity arrangements and
- the need to provide better guidance on identifying the types of data to be shared

10. In addition, the Protocol has also been amended to better reflect responsibilities relating to the Freedom of Information Act 2000, as anticipated when the original DSP was approved.

11. Principle Changes, apart from re-ordering and tidying up include:

- The Data Sharing Protocol has been re-named 'Information Sharing Protocol' (ISP), to ensure that its scope is perceived as being wider than requirements arising from legislative requirements, and that it is a tool for sharing a wide range of information (not just personal data)
- Inclusion of a confidentiality statement, to ensure that any meetings held pursuant to an existing Information Sharing Agreement, are held in such a way as to preserve the confidentiality of the content discussed.
- A revised Information Exchange Agreement Template to reflect good practice from compiling Data Exchange Agreements under the Existing Protocol. These changes include:
  - Examples of what data sets are likely to be shared and with whom;
  - How securely information should be stored (a new project is to be established to examine this issue in further detail).
  - A new indemnity clause obtained from the law practice Pinsent Masons.
  - A new section on issues for individuals who cannot be covered by the indemnity.
  - A further section relating to the requirements born out the Freedom of Information Act 2000 has also been added.
- New guidance on the process for reviewing Information Exchange Agreements, including procedures for ensuring that an overview of existing data exchange agreements can be compiled.

### **Future Work on the DSP (ISP if approved)**

12. Quality control checks on current agreements to ensure that they have been completed to an agreed and acceptable level.

13. Develop a simple audit framework to ensure consistency in the development of DEAs.

14. Establish what agreements are in place which meet the requirements of the DSP and also what content is exchanged.
15. Revise the scope of the Partnership agreement to incorporate all forms of information exchange agreements, including as data quality.
16. Information security issues

### **Appendices**

Current signatories and membership of sub group.  
Data Sharing Protocol v2.0.doc

### **Officer to Contact**

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## **Appendix A – Current Signatories of the Data Sharing Protocol**

Blaby District Council  
British Transport Police  
Charnwood & North West Leicestershire PCT  
Charnwood Borough Council  
Connexions Leicestershire  
CVS Partnership  
De Montfort University  
Eastern Leicester PCT  
East Midlands Ambulance Service NHS Trust  
Environ  
Harborough District Council  
Hinckley & Bosworth District Council  
LCIL  
Leicestershire & Rutland Probation Area  
Leicester City Council  
Leicestershire Constabulary  
Leicestershire County Council  
Leicester Equality & Diversity Partnership  
Leicestershire Economic Partnership  
Leicestershire Fire & Rescue Service  
Leicestershire Learning and Skills Council  
Leicestershire Partnership NHS Trust  
Leicestershire, Northamptonshire & Rutland Strategic Health Authority  
Loughborough University  
Melton Borough Council  
Melton, Rutland & Harborough PCT  
New Parks Sure Start  
NHS Direct East Midlands  
North West Leicestershire District Council  
Oadby & Wigston Borough Council  
Rural Community Council – Leicestershire & Rutland  
Rutland County Council  
South Leicestershire PCT  
The University of Leicester  
University Hospitals of Leicester NHS Trust

The Sub-Group membership consists of representatives from Leicestershire County Council, Leicestershire Constabulary, Leicestershire Partnership NHS, and Leicester City Council.