

# Adult Social Care and Health Directorate

## OP/PD and DCALD/MH

### Kent and Medway Information Sharing Agreement guidance

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<b>Document owner:</b>	Janice Grant
<b>Management of document:</b>	Policy and Standards Team Operational Support Unit Adult Social Care and Health Invicta House Maidstone Kent ME14 1XX



# Guidance

## 1. Introduction

- 1.1 The Kent and Medway Information Sharing Agreement is owned by the Kent and Medway Partnership (K-MIP)
- 1.2 K-MIP is group of local authorities and other public bodies who have joined together with charities and other organisations in an **Information Sharing Agreement**. Sharing personal information is crucial to the successful delivery of local services. The Agreement we have all signed provides for openness and transparency in information sharing, as well as appropriate governance and support, which assists us to share personal information lawfully, safely and securely
- 1.3 The ASCH representative on the partnership group is:  
Janice Grant, in her role as Caldicott Officer

## 2. Scope

The Agreement reflects the updated protection of personal information in the General Data Protection Regulation and the UK Data Protection Act 2018. It enables partner organisations to share information only when:

- There are proper reasons to share and use personal information (linked to the purposes above), and only the information relevant to and adequate for those purposes is shared;
- individuals will be told why and how their information is shared, including identifying for them (and for ourselves) the lawful basis for sharing the information;
- partner organisations will ensure that the personal information is factually accurate;
- personal information will be stored for the minimum time necessary for the purposes for which the information was obtained;
- practical steps will be taken to prevent loss of or damage to the personal information; and
- partner organisations will have good governance and record keeping procedures concerning the use of personal information.

## 3. Joining the agreement

Organisations or public bodies who would like to join this Agreement to write to the K-MIP Chairman to express their interest in joining. The chairman is currently: [marie.kelly-stone@dartford.gov.uk](mailto:marie.kelly-stone@dartford.gov.uk) and cc to [janice.grant@kent.gov.uk](mailto:janice.grant@kent.gov.uk)

If you have any questions contact the ASCH lead, [Janice.grant@kent.gov.uk](mailto:Janice.grant@kent.gov.uk)

The agreement is signed by the Head of the relevant organisations and the DPO, IG Officer or SIRO of the relevant organisations.

The agreement will be published on the K-MIP portal.

#### **4. Record of Sharing**

Where organisations are signatories to the Kent and Medway Information Sharing Agreement and there is a need to share information they will need to determine if this is for:

- a one off exercise

or

- repeat sharing

The record of sharing is completed by the organisations and once complete is submitted to the Policy and Standards Team ([policy&standardsenquiries@kent.gov.uk](mailto:policy&standardsenquiries@kent.gov.uk)).

The Policy and Standards Team will:

- Provide advice about the KMISA
- Provide support and advice about the record of sharing
- Maintain a log of all records of sharing and copies of the same.