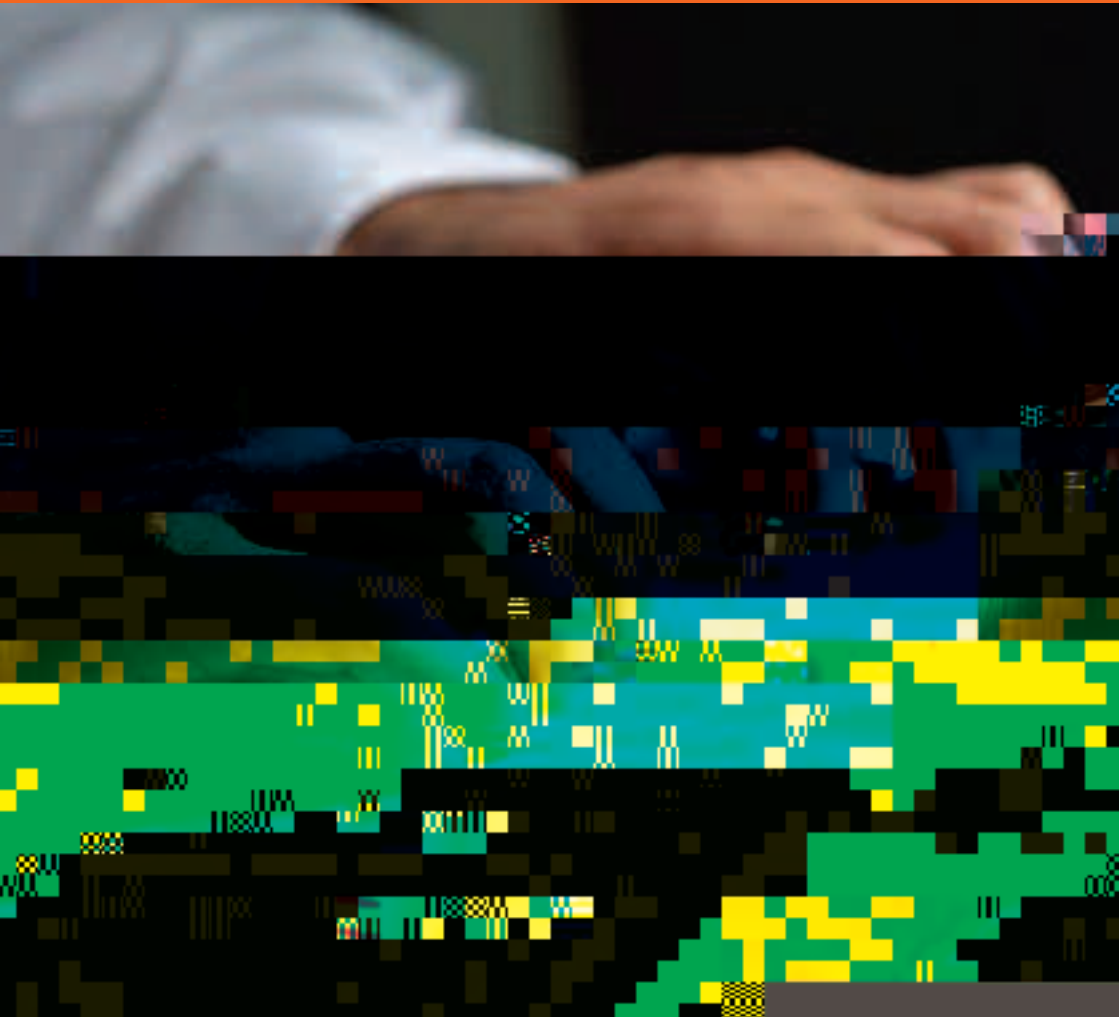


Sharing your information

When information is shared between agencies in Surrey



This leaflet explains:

- what information we hold about you
- why sharing information between agencies (e.g. the NHS, housing services, schools) has benefits
- principles about sharing information
- sharing information with your permission
- sharing information without your permission
- who will see the information.

What information is held about you and for your family

If you and for your family have had contact with a service in Surrey (e.g. doctors surgery or a school) it is likely that information will be held about you by that service

The information held may include:

- basic personal information, such as address, date of birth, ethnicity
- date and details of referral
- relevant background information
- assessments, reports and care plans
- notes regarding any contact between you and the service
- records of decisions made about the support and services you need
- relevant information from T24T2T21 1991udT2 8847 ,DT 2F,W)T24

Benefits of sharing information between agencies

There are many benefits to you and/or your family when information is shared between different agencies

These include:

- enabling referral to the most appropriate agencies who can meet your needs
- providing professionals from different agencies with the most up to date information so that they can work with you most effectively
- allowing agencies to tailor services and support specifically to meet your needs
- removing the need for you to repeat your story and needs to multiple agencies
- preventing unnecessary repetition of the work that is done with you
- helping agencies to plan services
- enabling agencies to respond more effectively to your changing needs
- helping to provide you with the most appropriate service
- enhancing our knowledge and understanding of your needs.

Principles on sharing information between agencies

Our aim for your family's information is to be processed in accordance with the data protection act, the human rights act and the common duty of confidentiality. Processing refers to the collection, storage, use and destruction of information professionally or in social services and the way it is also processed. Your information is processed in accordance with a code of principles.

This means that we are legally and professionally obliged to share and handle personal information safely and securely. Personal information should only ever be shared with those who have a genuine need to access it and only the minimum necessary information should be shared.

In Surrey different agencies have agreements in place to make sure that information is always shared in an appropriate way.

Sharing information between agencies with permission

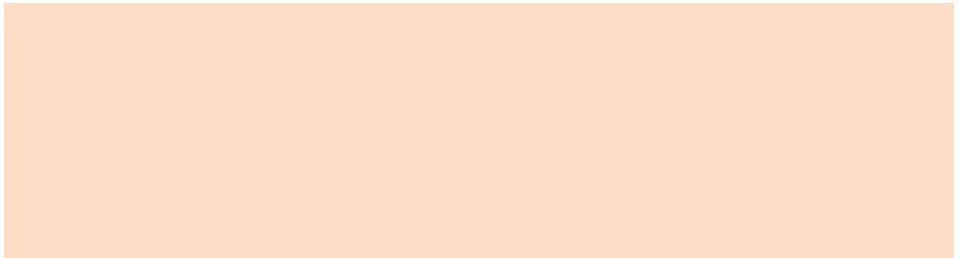
In most situations the agency or service in question normally asks for your permission for your information to be shared. You may

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You are a sole trader. With your permission to share if you have previously given it or to give your permission if you have previously given it.

Sharing information between agencies withou



Examples of the agencies that information may be shared with are as follows

the office the national health Service through or district councils

housing services care homes voluntary and community groups or organisations

local authority health services health services' , S Schools Educational Support Services connections



any questions or comments,
if you have any

