

North East  
Information Sharing Protocol

# Quick Reference Guide

## 1. Introduction

This quick reference guide forms part of the North East Information Sharing Protocol. This quick reference guide is intended to be a practitioner guide that covers the basics of information sharing as set out in the Information Sharing Protocol and Guidance Notes. However all officers using this 'quick reference guide' should be familiar with the content of the ISP and Guidance Notes.

## 2. Information Sharing: the Basics

Key points for considerations when deciding to share information:

- Who is asking for the information? Is the agency signed up to the ISP? Are they Level A or B The following
- Is the request from a Designated Officer?
- What information is being asked for? What purpose will it be used for?
- Is the information being requested personal or sensitive, personal information?
- Has a legal gateway to share information been established?
- How do they want the information? Can information be shared securely?
- Record your decision, how you made it and what information was shared.

## 3. Key Legislation

- Crime and Disorder Act 1998
- Police and Justice Act 2006
- Data Protection Act 1998
- Human Rights Act 1998
- Freedom of Information Act 2000

## 4. Route Mapping

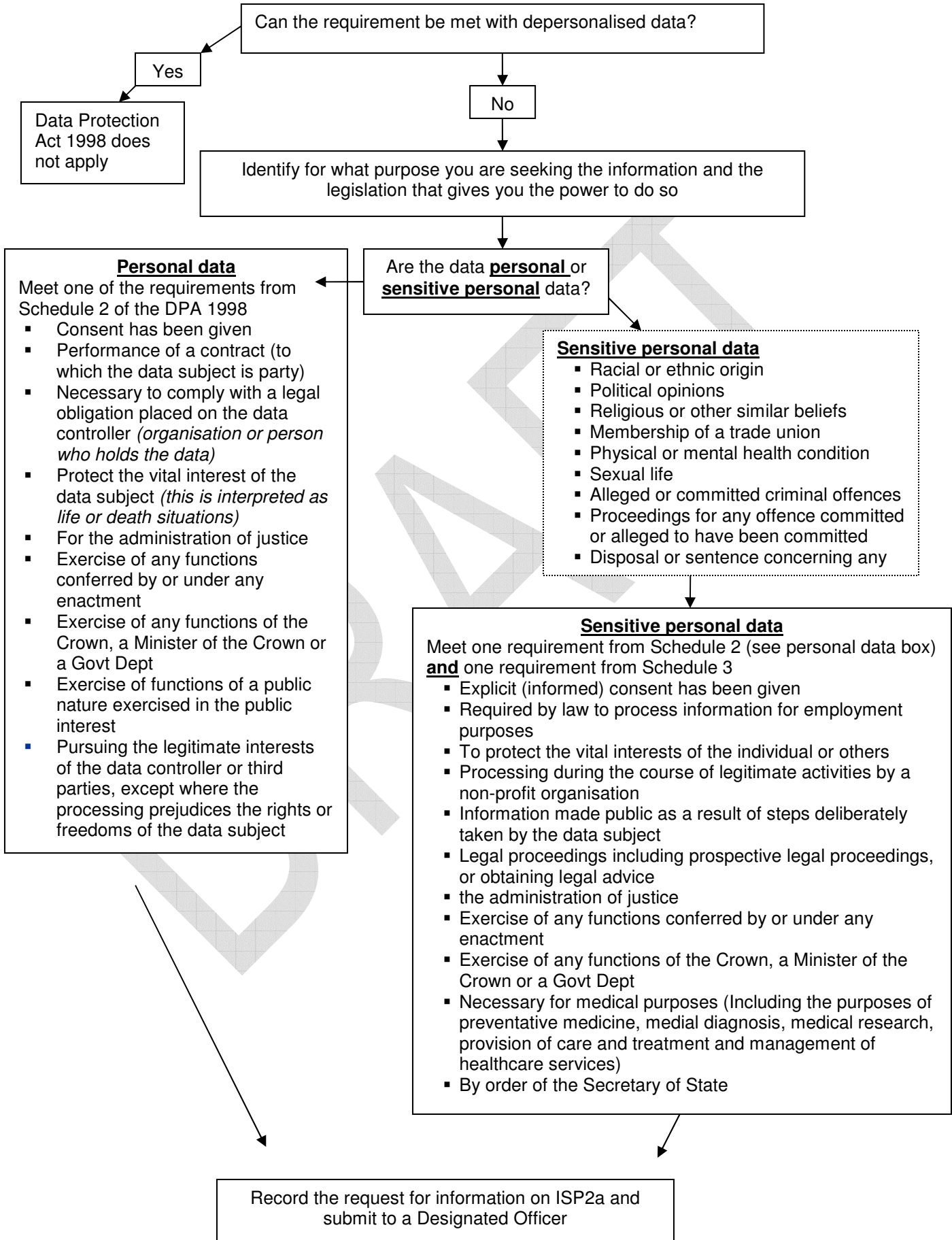
For each of the areas listed below it is essential that you read the following sections of the ISP and Guidance Notes before sharing information:

**This section to be completed once ISP and Guidance Notes agreed.**

## 5. Flowcharts

Please see overleaf for flowcharts showing the stages involved in thinking through information sharing requests.

**INFORMATION SHARING PROCESS FLOWCHART**



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