**Information Sharing Agreement (ISA)**

The report “Information: to share or not to share – Government Response to the Caldicott Review” published September 2010 makes 26 recommendations. It places an emphasis on sharing information to support direct care. The Department of Health expects organisations to make it easier to share information and to follow best practice in doing so safely. The second recommendation states “For the purposes of direct care, relevant personal confidential data should be shared among the registered and regulated health and social care professionals who have a legitimate relationship with the individual. Health and Social care providers should audit their services against NICE Clinical Guideline 138, specifically against those quality statement concerned with sharing information for direct care.”

This Information Sharing Agreement (ISA) defines the arrangements for sharing patient information and data between [ORGANISATION] and the organisations listed below.

1. **Parties to the agreement:** Full name and address of the organisation which is party to this agreement

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2. **What is the sharing agreement meant to achieve?** There must be a clear objective or set of objectives

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| Example text - To enable clinical and administrative staff to have access to clinical and administrative information held on [ORGANISATION] networked systems in order to be able to provide effective and seamless care to [ORGANISATION] patients whilst in their care. |

3. **What information needs to be shared?** This should be the minimum amount of data necessary to achieve the care objectives of the service provider. List all the individual elements required

4. **Who needs access to the shared personal data?** You should employ “need to know” principles. Only relevant staff should have access. This should also address any necessary restrictions on onward transmission.

**5. When should it be shared?** Is the sharing an on-going routine process or does it only take place in response to particular events?

**6. How should it be shared?** Address the security surrounding the transmission or accessing of data and establish common rules for its security

**7. How can we check that the sharing is achieving its objective?** How will you judge that the sharing is still appropriate and confirm that the safeguards still match the risk? How will you ensure that the arrangement will be formally terminated when no longer required?

**8. What risk does the data sharing pose?** Is any individual likely to be damaged by it? Is any individual likely to object? Might it undermine individuals’ trust in the organisations that keep records about them?

**9. How will the data be transferred?** e.g. post, nhs.uk mail, email, nhs.net email, other

**10. How will the information be held?** What format is it in? (i.e. paper, removable media, computer system)

This agreement must be formally approved and adopted by all parties before any information sharing takes place. All parties will ensure that this Information Sharing Agreement is disseminated to all relevant staff involved.

Organisation 1

On behalf of [ORGANISATION]

Name:

Position:

Signed by:

Organisation 2

On behalf of [ORGANISATION]

Name:

Position:

Signed by:

*Adapted with thanks, from the NHS East Midlands Strategic Clinical Networks and Academic Health Science Network Stroke 6 Month Review Information Pack.*