Share information with other organisations

Overview

This standard is about sharing information, which underpins all forms of work in co-operation with other organisations, including public, private or voluntary sector bodies. It includes sharing information as part of an on-going culture of co-operation and also sharing of information through formal requirements. The initial presumption is that information should be shared, but there is also recognition that the release of some information may need to be controlled.

Target group
The standard is for those who work in co-operation with other organisations and is suitable for use across a range of organisational settings.

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Performance criteria

You must be able to:

1. confirm information to be shared to promote effective co-operation with other organisations in line with organisational requirements
2. share information with other organisations through an on-going culture of dialogue and co-operation in line with organisational requirements
3. confirm common terms and definitions to facilitate shared understanding in line with organisational requirements
4. check existing sources of information before making formal requests for information from other organisations in line with organisational policies and procedures
5. make formal requests for information, specifying the precise nature of the information required and reasons why it is needed, in line with organisational requirements
6. respond to valid requests for information from other organisations , in accordance with any requirements, duty of confidence or restriction on disclosure
7. agree in advance formats and timeframes in which information will be provided in line with organisational requirements
8. confirm the quality of information provided or received in line with organisational policies and procedures
9. identify situations where disclosure of information could prejudice sensitive information in line with legislative and organisational requirements
10. recognise situations where release of information needs to be controlled in line with legislative and organisational requirements
11. provide rationales for non-disclosure of information, unless this further prejudices sensitive information in line with legislative and organisational requirements
12. provide rationales where disclosure of information in the public interest outweighs restrictions on disclosure of commercially sensitive or personal data in line with legislative and organisational requirements
13. obtain consents from information sources, for disclosure of sensitive information in line with legislative and organisational requirements

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Knowledge and understanding

You need to know and understand:

1. relevant legislation and guidance that apply to:
   1.1 information sharing
   1.2 data protection
   1.3 information security
2. the role of information sharing in effective co-operation between organisations
3. the importance of having ethical approaches to information sharing
4. own organisation's protocols relating to information sharing
5. existing sources of information within own organisation
6. sources of relevant information accessible to the public
7. benefits of information sharing between organisations without immediate recourse to formal requests
8. procedures and requirements for formal information sharing between relevant organisations
9. types of sensitive information including
   9.1 information prejudicial to national security
   9.2 information prejudicial to public safety
   9.3 commercially sensitive information
   9.4 personal information
10. restrictions on the disclosure of sensitive information
11. persons or organisations who can provide consent for disclosure of sensitive information
12. systems for control of information including:
    12.1 physical access
    12.2 restrictive markings
    12.3 circulation lists
    12.4 targeting of particular audiences
13. roles and functions of partner organisations at local, regional and national level
14. how partner organisations are organised; including:
    14.1 their broad structures
    14.2 methods of communication
    14.3 decision making processes

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| Behaviours | Listed below are the main generic behaviours which need to be applied. These are explicit/implicit in the detailed content of the standard and are listed here as additional information: |

1 collaborative
2 community minded
3 constructive
4 open minded
5 realistic

| Skills | Listed below are the main generic skills which need to be applied. These are explicit/implicit in the detailed content of the standard and are listed here as additional information: |

1 collating information
2 collecting information
3 communication
4 disseminating information
5 liaison
6 negotiation
7 networking

| Glossary | **Organisations**
Public, private or voluntary bodies. |

| Links to other NOS | This standard is designed to relate to all other units where multi-agency working may be an essential component of work.

Senior managers who are involved in developing systems for the exchange of sensitive information should also refer to Skills for Justice's standard SfJ HF14 Plan, develop and manage systems for the exchange of sensitive information, data and intelligence. |

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