
Overview

This unit 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 protocols. 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 unit is for those who work in co-operation with other organisations.

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Performance criteria

You must be able to:

- P1 identify information which should be shared to promote effective co-operation with other organisations
- P2 share information with other organisations as far as practicable, through an on-going culture of dialogue and co-operation
- P3 establish common terms and definitions to facilitate shared understanding
- P4 check existing sources of information before making formal requests for information from other organisations
- P5 make any formal requests for information in writing, specifying the precise nature of the information required and the reasons why it is needed
- P6 respond to valid requests for information from other organisations as far as practicable, in accordance with any protocols, duty of confidence or restriction on disclosure
- P7 agree in advance the format in which the information will be provided and a reasonable time-frame
- P8 verify the quality of information provided or received
- P9 identify situations where disclosure of information could prejudice sensitive information
- P10 recognise situations where the release of information needs to be controlled
- P11 provide a rationale for any non-disclosure of information, unless this further prejudices sensitive information
- P12 provide a rationale where disclosure of information in the public interest outweighs restrictions on disclosure of commercially sensitive or personal data
- P13 obtain consent from the information source, where required for disclosure of sensitive information

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Knowledge and understanding

You need to know and understand:

- K1 the relevant legislation and guidance that apply to information sharing, data protection and information security
- K2 the role of information sharing in effective co-operation between organisations
- K3 the importance of having an ethical approach to information sharing
- K4 existing sources of information within your own organisation
- K5 sources of relevant information accessible to the public
- K6 the benefits of information sharing between organisations without immediate recourse to formal requests
- K7 procedures and protocols for formal information sharing between relevant organisations
- K8 types of sensitive information including
 - K8.1 information prejudicial to national security
 - K8.2 information prejudicial to public safety
 - K8.3 commercially sensitive information
 - K8.4 personal information
- K9 restrictions on the disclosure of sensitive information
- K10 persons or organisations which can provide consent for disclosure of relevant sensitive information
- K11 systems for control of information including physical access, restrictive markings, circulation lists and targeting of particular audiences
- K12 the roles and functions of partner organisations at local, regional and national level
- K13 how partner organisations are organised; their broad structures, methods of communication and decision making processes

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Additional Information

Behaviours

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

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

Skills

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 unit 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 Unit SfJ HF14 Plan, develop and manage systems for the exchange of sensitive information, data and intelligence.

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Relevant occupations	Public Services; Public Service and Other Associate Professionals
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