

Addition to Section 4 of ISA if required

Sharing Personal Information with charitable or voluntary organisations

Partners may commission services from private, charitable or voluntary organisations. If this is the case, then partners must ensure the contracts they have with such organisations clearly state the sub-contractors data protection responsibilities in relation to **any** information shared under this ISA. In addition, it will be necessary to consider whether obtaining consent from the individual is appropriate. This must be confirmed by the completion of the form titled 'Information sharing to a sub-contractor within the private, voluntary or charitable sector commissioned to provide services for a signatory to this ISA' (Appendix D). On completion this form must be copied to all signatories to the ISA and becomes part of this sharing agreement.

Such agencies may be invited to case management meetings at which information will be discussed. Any such agency will sign a confidentiality agreement prior to the meeting. If necessary, such meetings may have a restricted section open only to specific agencies.

Appendix D

Information sharing to a sub-contractor within the private, voluntary or charitable sector commissioned to provide services for a signatory to this ISA

Some public authorities are sub-contracting services to the private or voluntary sector to assist in work that requires their particular expertise. If this service requires access to personal information shared by a partner agency and documented within an information sharing agreement, the public authority must ensure that there is a contract or an agreement in place, between themselves and the sub-contractor. The contract/agreement should ensure the sub-contractor understands their obligations when using and holding this personal information and that they understand their responsibilities and liabilities in relation to the personal information.

This document provides assurance to partners regarding the relationship between the public authority and the sub contractor who is providing the service.

The (registered name of sub contractor/voluntary agency).....are a sub contractor/voluntary agency working with (state Department and Organisation

Having conferred with the (name the contracts department)..... of the (name of council/organisation)....., I can confirm that a contract exists between my organisation and the above named, who are contracted to carry out/ to supply the following service(s)

(Brief explanation of the work they carry out)

Contract start dateend date.....

I can confirm those involved in the above described work have been given instruction in relation to the Data Protection Act 1998, and the requirements around the processing of personal information and the applicable security requirements.

Signed: (Head of Department)

Once signed, this form must be copied to all partners who are signatories to the ISA for them to include it as an Appendix to their document.

