Flowchart for Information Sharing

Diocese of Bristol

You are asked to or wish to share information

Is there a clear and legitimate purpose for sharing information?
- **Yes** →
- **No** →
- **Not Sure**

Does the information enable a person to be identified?
- **No**
- **Yes**
- **Not Sure**

Is the information confidential?
- **No**
- **Yes**
- **Not Sure**

Do you have consent?
- **Yes**
- **No**
- **Not Sure**

Is there sufficient public interest to share?
- **Yes**
- **No**

Seek advice

You can Share

Do Not Share

Share Information:
- Identify how much information to share
- Distinguish fact from opinion
- Ensure that you are giving the right information to the right person
- Ensure you are sharing the information securely
- Inform the person that the information has been shared if they were not aware of this and it would not create or increase the risk of harm

Record the information sharing decision and your reasons, in line with your agency's or local procedures.