

## KEY POINTS - INFORMATION SHARING

1. Information sharing is authorised by the *Children and Young People Act 2008* (the *Act*) when it is in the best interests of the child or young person and when performing a function under the *Act*. Information sharing is crucial to making informed decisions about interventions with a child, young person or their family.
2. Personal information, other than sensitive information, may be shared with the consent of the person whom the information is about. Such consent, where possible, should be obtained in writing or a record made of the consent provided.
3. Information obtained by services and individuals in the course of performing a function under the *Act* is **protected** information. Some information received is **protected and sensitive** information. As a general rule, you may share **protected information** when performing a function under the *Act* and when doing so is in the best interests of the child or young person.
4. Information that would identify a reporter or would allow the identity of a reporter of a child protection report to be worked out is sensitive information that is **not** to be shared unless ordered by the Court.
5. Information must be shared for a purpose under the *Act*.
6. People who exercise a function under the *Act* or who are provided with information by a person exercising a function under the *Act* become **information holders**. Information holders may share information when performing a function under the *Act* and when it is in the best interests of the child or young person. An information holder's status continues after they cease to perform the duties that led to them becoming an information holder.
7. Declared Care Teams members may share information between members to ensure informed decision making regarding actions for a child, young person or their family.
8. Records must be kept of information requested and shared.
9. If you are unclear about your information sharing responsibilities, consult your supervisor.
10. Refer to the detailed Information Sharing Policy and Procedures Guidelines for additional information.