



## Information Sharing Policy

### Introduction

The adoption of formal policy and resulting good practice for the sharing of information with key stakeholders will lead to confidence in GDoc Ltd, its commissioning bodies and the general public. Effective information exchange is the key to the safe delivery of clinical care. Sharing information meets the requirements of statutory and local initiatives and is vital for co-ordinating services between partner organisations. Appropriate information sharing builds trust and good relationships between partners.

Responsible information sharing brings together services that reveal a more accurate picture of an individual's health. The streamlining of information sharing enables care to be delivered quickly, efficiently, safely and accurately. It also enables commissioners and providers to get a greater level of understanding about how services are operating across the borough. Overall, this improves analysis, decision-making, resource allocation and better use of public funds.

Barriers to effective information sharing include:

- Misconceived ideas, particularly data protection legislation;
- A lack of guidance and plain language explanations;
- An absence of formal protocols between partners;
- A tendency to take an overly cautious approach;
- A lack of awareness of the benefits.

GDoc Ltd will ask for and keep information, so that patients receive correct care and treatment when needed and for as long as they need it.

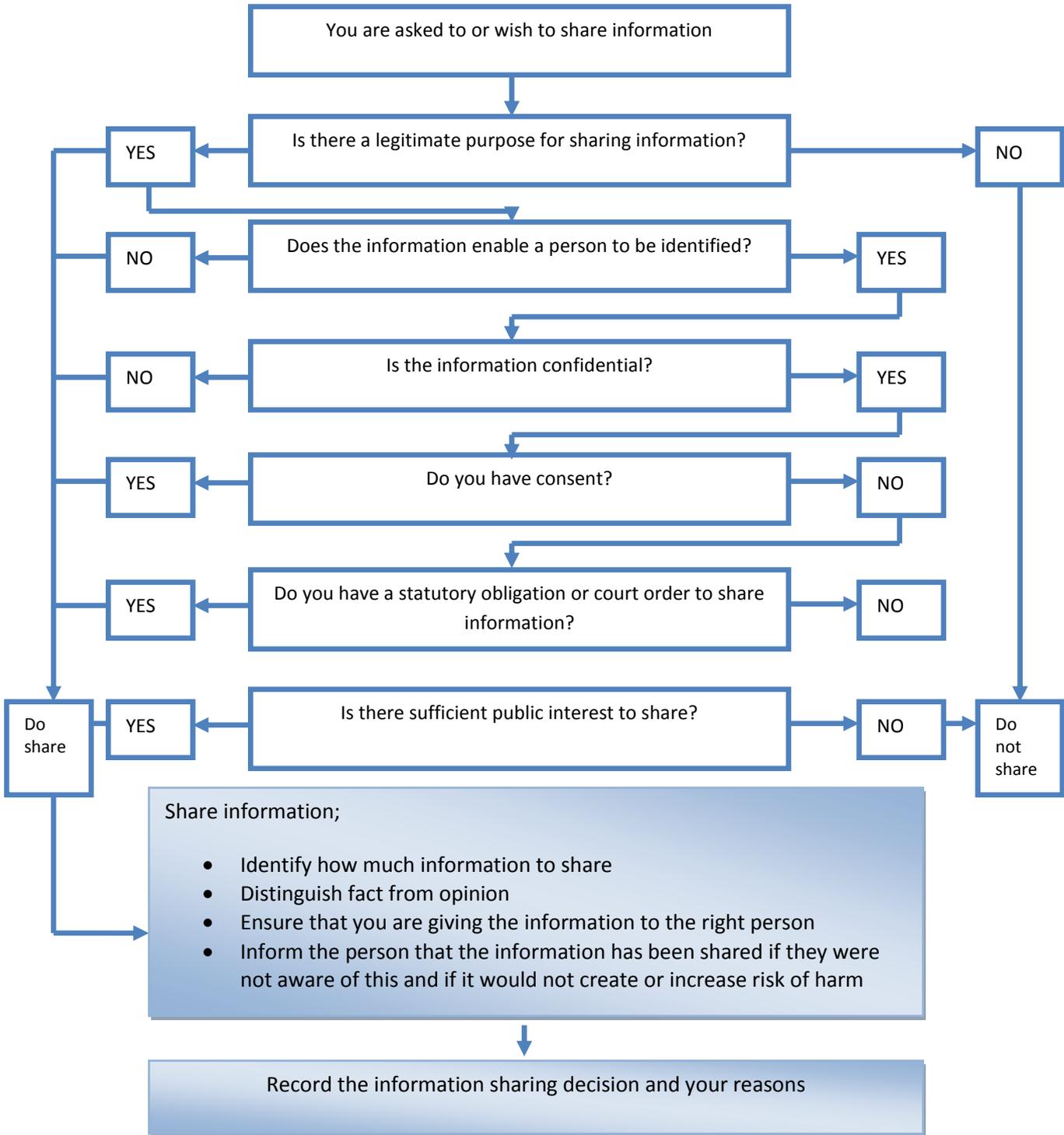
GDoc Ltd also needs to share information to ensure:

- That all services meet patients' needs, now and in the future;
- That payment terms are fulfilled correctly;
- That cross – organisation pathways can be reviewed and high standards maintained;
- Recognition of staff training requirements and educational needs.

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|-----------------|---------------|
| Date of Review  | 28 April 2016 |
| Next Review Due | 28 April 2018 |

### 1. Procedure

Each time GDoc Ltd is asked or wishes to share information, the following thought process is undertaken (as taken from the *Information Sharing: Practitioners' guide*, HM Government, 2006, Page 19);



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## 2. Information Sharing relationships

Due to the nature of business, GDoc Ltd may need to share or request information from other bodies. For details on how to safely share information with NHS or other organisations, please refer to the Information Security Policy.

Other than for legal purposes, GDoc Ltd does not share person identifiable information.

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