

Learning Support Delivery Model

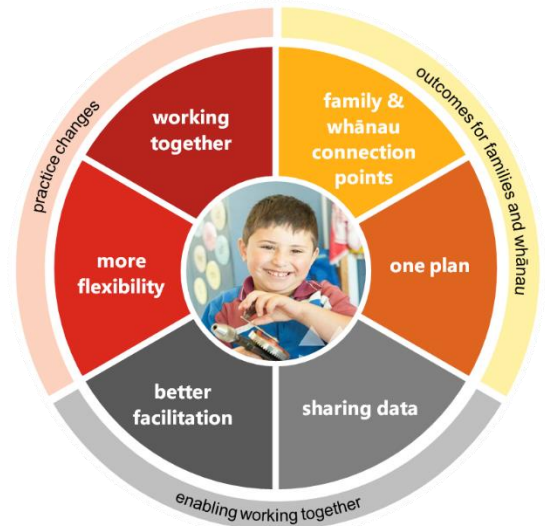
Checklist for seeking agreement to share information

To share personal information, you need to ensure that the person you are seeking agreement from is fully informed about:

- why the information is being shared
- whom you are sharing it with (who will have access to the information)
- what will happen with the information.

This will be the parent or guardian, or the young person themselves if they are capable of deciding for themselves.

You can do that either as a conversation or in writing, as long as you keep a record of their agreement. However, having it in writing gives people something to refer back to in the future, especially if there is a lot of detail to remember.



You need to explain:

- ✓ **the purpose** – why the information is being shared
- ✓ **what** information will be shared
- ✓ **who** will see it
- ✓ **how** it will be shared and stored safely
- ✓ **when** the information will be taken off the register
- ✓ **how** they can check the accuracy of the information
- ✓ **what** will happen if they don't agree to the information being shared or want to withdraw their consent.