



## Data Sharing best and worst Codes of Practice:

Factors you should consider:

- What is the sharing meant to achieve?
- What information needs to be shared?
- Who requires access to the shared personal data?
- When should it be shared?
- How should it be shared?
- How can we check the sharing is achieving its objectives?
- What risk does the data sharing pose?
- Could the objective be achieved without sharing the data or by anonymising it?

Individual's rights over their personal data, include:

- the right to access personal data held about them;
- the right to know how their data is being used; and
- the right to object to the way their data is being used.
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Practices you should avoid:

- Misleading individuals about whether you intend to share their information.
- Sharing excessive or irrelevant information about people.
- Sharing personal data when there is no need to do so.
- Not taking reasonable steps to ensure that information is accurate and up to date before you share it.
- Using incompatible information systems to share personal data, resulting in the loss, corruption or degradation of the data.
- Having inappropriate security measures in place, leading to loss or unauthorised disclosure of personal details.



## The Eight Data Protection Principles

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless—
  - (a) at least one of the conditions in Schedule 2 is met, and
  - (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.



## Schedule 2

1. The data subject has given his consent to the processing.
2. The processing is necessary—
  - (a) for the performance of a contract to which the data subject is a party, or
  - (b) for the taking of steps at the request of the data subject with a view to entering into a contract.
3. The processing is necessary for compliance with any legal obligation to which the data controller is subject, other than an obligation imposed by contract.
4. The processing is necessary in order to protect the vital interests of the data subject.
5. The processing is necessary—
  - (a) for the administration of justice,
  - (b) for the exercise of any functions conferred on any person by or under any enactment,
  - (c) for the exercise of any functions of the Crown, a Minister of the Crown or a government department, or
  - (d) for the exercise of any other functions of a public nature exercised in the public interest by any person.
6. (1) The processing is necessary for the purposes of legitimate interests pursued by the data controller or by the third party or parties to whom the data are disclosed, except where the processing is unwarranted in any particular case by reason of prejudice to the rights and freedoms or legitimate interests of the data subject.  
(2) The Secretary of State may by order specify particular circumstances in which this condition is, or is not, to be taken to be satisfied.



## Schedule 3

1. The data subject has given his explicit consent to the processing of the personal data.
2. (1)The processing is necessary for the purposes of exercising or performing any right or obligation which is conferred or imposed by law on the data controller in connection with employment.  
(2)The Secretary of State may by order—
  - (a)exclude the application of sub-paragraph (1) in such cases as may be specified, or
  - (b)provide that, in such cases as may be specified, the condition in sub-paragraph (1) is not to be regarded as satisfied unless such further conditions as may be specified in the order are also satisfied.
3. The processing is necessary—
  - (a)in order to protect the vital interests of the data subject or another person, in a case where—
    - (i)consent cannot be given by or on behalf of the data subject, or
    - (ii)the data controller cannot reasonably be expected to obtain the consent of the data subject, or
  - (b)in order to protect the vital interests of another person, in a case where consent by or on behalf of the data subject has been unreasonably withheld.
4. The processing—
  - (a) is carried out in the course of its legitimate activities by any body or association which—
    - (i) is not established or conducted for profit, and
    - (ii) exists for political, philosophical, religious or trade-union purposes,
  - (b) is carried out with appropriate safeguards for the rights and freedoms of data subjects,

- (c) relates only to individuals who either are members of the body or association or have regular contact with it in connection with its purposes, and
  - (d) does not involve disclosure of the personal data to a third party without the consent of the data subject.
5. The information contained in the personal data has been made public as a result of steps deliberately taken by the data subject.
  6. The processing—
    - (a) is necessary for the purpose of, or in connection with, any legal proceedings (including prospective legal proceedings),
    - (b) is necessary for the purpose of obtaining legal advice, or
    - (c) is otherwise necessary for the purposes of establishing, exercising or defending legal rights.
  7. (1) The processing is necessary—
    - (a) for the administration of justice,
    - (b) for the exercise of any functions conferred on any person by or under an enactment, or
    - (c) for the exercise of any functions of the Crown, a Minister of the Crown or a government department.(2) The Secretary of State may by order—
    - (a) exclude the application of sub-paragraph (1) in such cases as may be specified, or
    - (b) provide that, in such cases as may be specified, the condition in sub-paragraph (1) is not to be regarded as satisfied unless such further conditions as may be specified in the order are also satisfied.
  8. (1) The processing is necessary for medical purposes and is undertaken by—
    - (a) a health professional, or
    - (b) a person who in the circumstances owes a duty of confidentiality which is equivalent to that which would arise if that person were a health professional.(2) In this paragraph “medical purposes” includes the purposes of preventative medicine, medical diagnosis, medical research, the provision of care and treatment and the management of healthcare services.
  9. (1) The processing—

(a) is of sensitive personal data consisting of information as to racial or ethnic origin,  
(b) is necessary for the purpose of identifying or keeping under review the existence or absence of equality of opportunity or treatment between persons of different racial or ethnic origins, with a view to enabling such equality to be promoted or maintained, and  
(c) is carried out with appropriate safeguards for the rights and freedoms of data subjects.  
(2) The Secretary of State may by order specify circumstances in which processing falling within sub-paragraph (1)(a) and (b) is, or is not, to be taken for the purposes of sub-paragraph (1)(c) to be carried out with appropriate safeguards for the rights and freedoms of data subjects.

10. The personal data are processed in circumstances specified in an order made by the Secretary of State for the purposes of this paragraph.



## Personal Data

- Identification details: Names, addresses, National Insurance numbers,
- disabled person's numbers.
- Personal characteristics: Age, sex, date of birth, physical description, habits,
- facts about the person.
- Family circumstances: Marital details, family details, household members,
- social contacts.
- Social circumstances: Accommodation details, leisure activities, lifestyle.
- Financial details: Income, expenditure, bank details, allowances,
- benefits and pensions.
- Other information: Employment details; qualifications, skills and professional expertise; services requested/required
- and currently obtained; referrals/assessments;
- details of complaints, accidents or incidents; court,
- tribunal or enquiry details.

This is not an exhaustive list!



## Sensitive Data

- racial or ethnic origin;
- political opinions;
- religious beliefs or beliefs of a similar nature;
- trade union membership;
- physical or mental health or condition;
- sexual life;
- commission or alleged commission of any offence; or in relation to
- proceedings for any offence committed or alleged to have been committed,
- the disposal of such proceedings or the sentence of any court in such proceedings.