

Context specific information sharing protocols

Guidance on compliance with the Surrey Multi-Agency Information Sharing Protocol (MAISP)



The Surrey MAISP is the over-arching protocol in a two-tier framework for information sharing in Surrey.

Level 1 – the Surrey MAISP – the common set of principles and standards under which partner organisations will share information. It records the commitment of Senior Officers in each participating organisation to meet agreed standards for the sharing of personal identifiable information.

Definition of Level 2 and 3 –Context Specific Information Sharing Protocols (ISPs)

Level 2 identifies the operational data requirements to be shared for specific and lawful purposes; essentially the who/why/where/when/what/how questions of sharing personal information.

Level 3 identifies detailed operational procedures, guidance and toolkits.

In order to ensure that standards are consistent across context specific Information Sharing Protocols (ISPs) the following process for approval and template checklist need to be considered when assessing compliance against the Surrey MAISP.

Process for approval for level 2 and 3 context specific information sharing protocols

Organisation to use template as guidance for assessment of compliance



ISP to be submitted to SCC (FOI@surreycc.gov.uk). SCC to clarify sections to be checked



SCC to circulate to MAISP user group – 3 members (sub group) to agree to respond within 7 days to carry out assessment



Sub group to make recommendations for compliance if standard are not met – feedback given direct to the original organisation then re-submission



Approval given



Ratified and brought to MAISP user group for awareness raising



Publish on web pages



ISP review date triggers MAISP request for re-submission

Notes:

- Intention is for a 7 day turnaround
- Organisations may submit at any stage of their own process (during consultation or after their own organisation's approval process) as the MAISP User Group will only be concerned with the assessment of information sharing standards

Template Checklist for ISP:

| Details required in the ISP: | Compliant/Working towards? |
|--|----------------------------|
| <p>Purpose</p> <ul style="list-style-type: none"> • Are the objectives of the data sharing clearly laid out • Clear explanation of why sharing is necessary • Definitions | |
| <p>Community Impact/Impact on the individual</p> <ul style="list-style-type: none"> • Identifies the group(s) of service users it impacts upon | |
| <p>What data is to be shared</p> <ul style="list-style-type: none"> • The items of personal data covered in the data sharing | |
| <p>Relevant legislative powers and the consent processes involved</p> <ul style="list-style-type: none"> • Lists the legal/statutory basis for the data sharing and any subsequent processing • Rules/authorisation procedures that permit further (onward) disclosure/data sharing | |
| <p>Security</p> <ul style="list-style-type: none"> • ISP adheres to Golden Rules • ISP adheres to Appendix 3 Data exchange, security and disposal | |
| <p>The required operational procedures and the process for review</p> <ul style="list-style-type: none"> • Senior managers identified as being responsible for implementation of the protocol • Identification of all data controllers/third parties/responsible authorities involved in the protocol • Review • Governance | |

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| <p>The means of communicating to practitioners the specific operational requirements</p> <ul style="list-style-type: none"> • Adherence to Appendix 5 of MAISP concerning signatory organisations requirements and responsibilities • Links to other relevant policies e.g. security, training, risk assessment | |
| <p>Surrey MAISP Principles</p> <ul style="list-style-type: none"> • Insertion of section 1.5 to explain the Level 2 ISP structure | |