



Controlled Document

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Information Sharing Policy

Purpose

This document aims to support and facilitate effective and lawful sharing of information between Lenham Parish Council and third parties within the private, public and third sector. It promotes the accurate, timely and secure sharing of information in a manner consistent with Lenham Parish Council legislative responsibilities defined by the General Data Protection Regulations Act 2018 as well as sector led legislation and guidance. With the introduction of the Data Use and Access Act (DUAA) 2025, LPC will be monitoring this legislation regularly.

Scope

Effective sharing of information across organisational and professional boundaries plays a crucial role in providing effective services to the public across a range of sectors.

As Lenham Parish Council has large amounts of data with defined third parties in order to maximum public services delivery, and to meet its statutory responsibilities, it is important to maintain trust in the way that this is achieved by demonstrating that it is done so in a lawful, responsible and secure manner.

Types of information sharing

Information sharing in the context of this policy means the sharing of personal data from one or more organisations to another. The two main types of information sharing are:

- Systematic, routine, data sharing where the same data sets are shared between the same organisations for an established and agreed purposes; and
- Exceptional, one-off decisions, to share data for any of a range of appropriate and agreed purposes.

Personal data and sensitive personal data

In most circumstances it will be reasonably straightforward to determine whether the information is personal data and therefore regulated by the Data Protection Act 2018.

If a living individual can be identified from the data, or, from the data and other information in Lenham Parish Council's possession, or likely to come into Lenham Parish Council's possession and it relates to an identifiable living individual, whether in personal or family life, business or professional, it is personal data.

Sensitive personal data means personal data consisting of:

- The racial or ethnic origin of the data subject;
- His/her political opinions;
- His/her religious beliefs or other beliefs of a similar nature;
- Whether he/she is a member of a trade union;
- His/her physical or mental health or condition;
- His/her sexual life;

- The commission or alleged commission by him/her of any offence, or;
- Any proceedings for any offence committed or alleged to have been committed by him/her, the disposal of such proceedings or the sentence of any court in such proceedings.

Data Protection Legislation

Data protection requirements for parish councils come from the primary statute, the Data Protection Act (DPA) 2018, and supplementary regulations, including the UK General Data Protection Regulation 2018 (UK GDPR).

Parish Councils process personal data about employees, residents, contractors, suppliers and other individuals. Personal data must be handled and dealt with in accordance with the UK GDPR and DPA plus relevant council policies.

The DPA incorporates the UK GDPR 7 key principles:

1. **Lawfulness, fairness and transparency** – Data must be used legally, fairly, and openly.
2. **Purpose limitation** – Data is only collected for specified, explicit, and legitimate purposes.
3. **Data minimisation** – Data is only collected that's needed and relevant.
4. **Accuracy** – Data must be accurate and up to date; inaccurate data should be corrected or deleted.
5. **Storage limitation** – Data should not be kept longer than necessary.
6. **Integrity and confidentiality** – Keep personal data secure from loss or misuse.
7. **Accountability** – Parish councils are responsible for complying with the principles and must be able to demonstrate compliance.

Before you decide to share personal data

Before sharing personal data you must identify the objective of sharing and carefully consider the following factors:

1. What is the sharing meant to achieve?
2. Could the objective be achieved without sharing the data or by anonymising it?
3. What is the legal basis for sharing the information?
4. What information needs to be shared and who requires access?
5. When and how should it be shared?
6. How can we check the sharing is achieving its objectives?
7. What risk does the data sharing pose?
8. How will any share data be kept up to date?

Lawful Sharing

You must ensure personal data is only shared where it is fair and lawful. The first principle of the

UK GDPR requires that you must satisfy one or more condition in order to legitimise the processing in sharing of personal data.

Sharing involving sensitive personal data can be undertaken only when a further more exacting condition has been satisfied in accordance with the first data protection principle.

Fairness and transparency

You must ensure that personal data is shared fairly and in a way that is reasonable. People should generally be aware who you are sharing their personal data with and what it is being used for.

Lenham Parish Council will maintain a privacy notice in line with the Information Commissioner's Office Code of Practice. The privacy notice is on our website under council documents.

To support a transparent approach you should consider proactively communicating a privacy notice, for example when sharing sensitive personal data or where sharing data will have a significant effect on the individual.

You must work together with partner organisations to ensure that the individuals concerned know who has, or will have their data and what it is used for.

Individual Rights

UK GDPR gives individuals certain rights over their personal data, These include:

1. The right to access personal data held about them;
2. The right to know how their data is being used; and
3. The right to object to the way their data is being used.
4. The right to

Any information sharing initiative must take into consideration individual rights and have in place mechanisms to support individuals.

If a significant number of objections, negative comments or other expressions of concern are received regarding a particular information sharing process, a review of the data sharing in question will be carried out.

Security of Information

Information sharing partners will have varying degrees of technical, physical and procedural security controls in place.

It is important therefore to ensure consistency in approach by agreeing common minimum standards which can be achieved by all partners and which provides appropriate assurance when sharing personal data.

Privacy Impact Assessment

Privacy Impact Assessments are intended as a means for Lenham Parish Council to identify and minimise the privacy risks concerned with sharing information and support our requirements to comply with data protection law.

Information Sharing Agreements

You must document instances of systematic information within information sharing agreements. The Information Sharing Agreement must include:

1. The purpose, purposes, of the sharing;
2. The potential recipients or types of recipients and the circumstances in which they will have access;
3. The data to be shared;
4. The process for sharing;
5. Data quality – accuracy, relevance, useability etc;
6. Data Security;
7. Retention of shared data;
8. Individuals' rights – procedure for dealing with access request, queries and complaints;
9. Review of effectiveness/ termination of the sharing agreement; and
10. Sanctions for failure to comply with the agreement or breaches by individual staff.

It is the responsibility of the information Asset Owner to approve information sharing agreement.

Information Service Agreements must be reviewed regularly to ensure that they continue to meet the needs set out. This must be done every 2 years.

Ad hoc or 'one off' sharing

It may not always be possible to document the sharing of information in an emergency or time dependent situation and sharing may depend primarily on the exercise of professional judgement.

Where this is the case, you must make a record as soon as possible, detailing the circumstances, what information was shared and explaining why the disclosure took place.

In the event that ad hoc instances of information sharing become a regular occurrence, it must be considered whether it is necessary to amend an existing information sharing agreement to reflect the change or whether a separate information sharing agreement is required.