Multi-agency meeting information sharing protocol

# 

# Instructions

1. Refer to the Sharing information at multi-agency meetings guidance document to help you complete the protocol. The guidance provides exemplars for many sections of the Protocol. [**insert hyperlink to the guidance document**].
2. Save a copy of the protocol template before you start entering information into the template.
3. Areas of the Protocol that require information to be manually entered are identified by [\*description of information to be entered].
4. Many areas of the Protocol have drop-down boxes which enable to you select from a list to help reduce manual entry of information. Examples include the Attending Agency name and Meeting Type drop-down boxes.
5. Where a drop-down box does not contain the information you need (for example, it does not contain the name of an agency attending the meeting) you can manually enter the information:
   * Left Click on grey box with downward arrow and have ‘Choose an Item’ option showing.

A close-up of a grey box

Description automatically generated

* + Manually enter the name of the attending agency and hit enter. The name of the agency will appear in the table cell.

A close-up of a sign

Description automatically generated

# [\*insert name of meeting] Meeting Information Sharing Protocol

## Purpose

|  |
| --- |
| Purpose of Protocol |
| The purpose of this information sharing protocol is to:   * 1. record the attending agencies agreement about the purpose of the information sharing, what information will be shared, the legal authority enabling the information sharing and how the information will be used; and   2. record the terms, conditions, restrictions, and privacy enhancing controls that will be applied to the sharing of information. |
| **Meeting Purpose** |
| [\*insert the purpose of the meeting. For example: To identify and implement appropriate supports for youth offending in a specified area]. |

## Attending agencies

|  |  |  |
| --- | --- | --- |
| Attending Agencies and Representatives | | |
| **Attending Agency** | **Attending Agency Representative** | **Family Violence Agency/Social Services Practitioner/Child Welfare Protection Agency/Independent Person** |
| NGO Service Provder | [\*insert name of attending agency representative] | Choose an item. |
| Choose an item. |  | Choose an item. |
| Choose an item. |  | Choose an item. |
| Choose an item. |  | Choose an item. |
| Choose an item. |  | Choose an item. |
| Choose an item. |  | Choose an item. |
| Choose an item. |  | Choose an item. |
| Choose an item. |  | Choose an item. |
| Choose an item. |  | Choose an item. |
| Choose an item. |  | Choose an item. |
| Choose an item. |  | Choose an item. |
| Choose an item. |  | Choose an item. |

## Legal authority to share information

|  |
| --- |
| Legal Authority to Share Information |
| **Instruction:** Select the appropriate legal authority from the options below or enter your legal authority manually (delete the options that don’t apply).  **Option 1: Child Wellbeing and Safety**  The legal authority to share information under this information sharing protocol is section 66C of the Oranga Tamariki Act 1989.  Section 66C provides that information relating to a child or young person held by a Child Welfare and Protection Agency or Independent Person may be shared with another Child Welfare and Protection Agency or Independent Person for the purposes of:   1. preventing or reducing the risk of a child or young person being subject to harm, ill-treatment, abuse, neglect or deprivation 2. making or contributing to an assessment of risk or need in relation or a child or young person, or any class of children or young persons 3. making, contributing to, or monitoring any support plan for a child or young person, where that plan relates to the activities and functions of Oranga Tamariki 4. preparing, implementing, or reviewing any prevention plan or strategy issued by Oranga Tamariki 5. arranging, providing, or reviewing services facilitated by Oranga Tamariki for a child or young person and their family or whanau 6. carrying out any function in relation to family group conferences, children or young persons in care, or other functions relating to care or protection under the Oranga Tamariki Act   **Option 2: Family Harm**  The legal authority to share information under this information sharing protocol is the Family Violence Act 2018.  Section 20 provides that information held by a family violence agency or a social services practitioner may be shared to another family violence agency or social services practitioner for the purposes of:   1. to make or contribute to, a family violence risk or need assessment 2. to make, or contribute to the making or carrying out of, a decision or plan that is related to, or arises from or responds to, family violence 3. to help ensure a victim is protected from family violence   **Guiding Principle**  Helping to ensure that a victim is protected from family violence should take precedence over:   1. any duty to keep the information confidential; and 2. any restriction on the sharing of information under [Information Privacy Principle 11 or 12](https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23342.html)   **Option 3: Maintenance of the Law**  The legal authority to share information under this information sharing protocol is information Privacy Principle (IPP) 11(e) – maintenance of the law.  IPP 11(e) provides that personal information may be disclosed if it is necessary to avoid prejudice to the maintenance of the law by any public sector agency including prejudice to the prevention, detection, investigation, prosecution, and punishment of offences.  The relevant law for the purposes of this information sharing protocol is [\*insert section/s of the Act/s which is/are being maintained through the sharing of information at this multi-agency meeting]. |

## Purpose of sharing information

|  |  |
| --- | --- |
| Purpose of Sharing | |
| **Attending Agencies may share information for the following purposes** | |
| **Attending Agency** | **Purpose of sharing information** |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |

## Information to be shared

|  |  |  |
| --- | --- | --- |
| Information to be shared | | |
| **Attending Agencies may share the following information if it is relevant to achieving the purposes set out above:** | | |
| **Attending Agency** | **Information to be shared by Attending Agency** | **Information Security Classification** |
| Choose an item. | [\*insert information that attending agency may share at the multi-agency meeting] | Choose an item. |
| Choose an item. |  | Choose an item. |
| Choose an item. |  | Choose an item. |
| Choose an item. |  | Choose an item. |
| Choose an item. |  | Choose an item. |
| Choose an item. |  | Choose an item. |
| Choose an item. |  | Choose an item. |
| Choose an item. |  | Choose an item. |
| Choose an item. |  | Choose an item. |
| Choose an item. |  | Choose an item. |
| Choose an item. |  | Choose an item. |
| Choose an item. |  | Choose an item. |

## Use of information shared

|  |
| --- |
| Use of Information Shared |
| **Instruction:** Select the appropriate use of information option from the options below or enter your specific use of information manually (delete the options that don’t apply).  **Option 1: Child Wellbeing and Safety**  Attending agencies must only use the information shared at the [\*insert name of meeting] meeting for the following purposes:   1. preventing or reducing the risk of a child or young person being subject to harm, ill-treatment, abuse, neglect or deprivation 2. making or contributing to an assessment of risk or need in relation or a child or young person, or any class of children or young persons 3. making, contributing to, or monitoring any support plan for a child or young person, where that plan relates to the activities and functions of Oranga Tamariki 4. preparing, implementing, or reviewing any prevention plan or strategy issued by Oranga Tamariki 5. arranging, providing, or reviewing services facilitated by Oranga Tamariki for a child or young person and their family or whanau 6. carrying out any function in relation to family group conferences, children or young persons in care, or other functions relating to care or protection under the Oranga Tamariki Act   **Option 2: Family Harm**  Attending agencies must only use the information shared at the [\*insert name of meeting] meeting for the following purposes:   1. to make or contribute to, a family violence risk or need assessment 2. to make, or contribute to the making or carrying out of, a decision or plan that is related to, or arises from or responds to, family violence 3. to help ensure a victim is protected from family violence   **Option 3: Maintenance of the Law**  Attending agencies must only use the information shared at the [\*insert name of meeting] meeting for the purpose of prevention, detection, investigation, prosecution, and punishment of offences in relation to [\*insert the specific legal provision stated in the legal authority section]. |
| **Integrating information into attending agency business systems**  Attending agencies must not integrate information shared at the [\*insert name of meeting] meeting into its own business systems if it has not tasked by the [\*insert name of meeting] meeting facilitator to use that information for one of the purposes set out above.  **Restriction on Secondary Use:**  Where an attending agency wants to use shared information for a secondary purpose unrelated to the purpose of this meeting it should request that information from the disclosing agency using an appropriate legal authority (e.g. Privacy Act IPP 11 exceptions, Oranga Tamariki Act section 66C, Family Violence Act or other relevant enabling legislation). |

## Tikanga Māori considerations

|  |
| --- |
| Tikanga Māori |
| Māori data/information is shared at the [\*insert name of meeting] meeting:  **YES**  **NO**  **Instruction: If YES then the section below must be completed]**  The attending agencies will apply the following tikanga to any Māori data or information that is shared under this protocol:   * [\*insert agreed tikanga] * [\*insert agreed tikanga] |

## Method of sharing information

|  |  |
| --- | --- |
| Method of Sharing | |
| **Attending agencies will share information with other attending agencies using the following methods:** | |
| Before/After Meeting | [\*insert method of sharing information before and after the multi-agency meeting.] |
| During the Meeting | [\*insert method of sharing information before and after the multi-agency meeting.] |

## Security of the information shared

|  |
| --- |
| Security of the Information |
| Each attending agency will ensure that its representative attending the [\*insert name of meeting] meeting and all employees, contractors and third parties handling any information shared under this Protocol will comply with:   1. The Privacy Act; 2. Any other applicable legislation relevant to each attending agency; and 3. the mandatory requirements for the handling of classified information under the [New Zealand Government Security Classification Systems, Protective Security Requirements](https://protectivesecurity.govt.nz/about-the-psr/overview/) (PSR).   Attending agencies will ensure that:   * + All information, whether digital or physical, is protected from unauthorised access, use and disclosure, both in transit and at rest, and whether inside or outside the attending agencies’ business systems environment (e.g. information shared using excel spreadsheets must be password protected, minimal personal information should be shared in an email)   + Staff (including contractors) will be granted access to the information in accordance with the attending agencies’ existing access control policies.   + Access to the information will be removed when a person no longer requires access to the information as part of their role.   + Everyone authorised to access, use, and disclose the Information is appropriately trained to handle that information, is aware of their responsibilities and is aware of the conditions and restrictions on use and disclosure of that Information.   + Where the Information is kept or stored in any portable form (such as printed material, laptop or tablet, phone, memory card or other storage media such as CDs or USBs) appropriate safeguards will be in place to guard against any unauthorised access, use or disclosure of the Information.   **Use of [\*insert name of secure business system]**  Where [\*insert name of secure business system] is used to share and manage information authorised users must:   * only access, use or share information held in the [\*insert name of secure business system] for the purposes listed above. * not share login details with other people. * not access the records of individuals held in the [\*insert name of secure business system] that are not relevant to an authorised function of the attending agency. * [\*insert any other relevant controls for the business system you are using]. |

## Retention and Disposal of information

|  |
| --- |
| Retention and Disposal of Information |
| Only information relevant for the purposes of this Protocol **and** the function of the attending agencies should be retained by the attending agencies. Any information that is shared between the attending agencies where that information is not use by the attending agency for the [purposes of set out above](#_Use_of_information) must not be retained and stored in those agencies’ information systems.  Each attending agency is responsible for complying with its own retention and disposal authority in relation to all information that is shared with it under this Protocol. |

## Transparency and Notification Requirements

|  |  |
| --- | --- |
| Transparency and Notification Requirements | |
| Attending agencies are required to follow the following notification processes: | |
| Choose an item. | [\*insert transparency and notification requirements – see guidance for examples] |

## Privacy and security breach management

|  |
| --- |
| Privacy and Security Breach Management |
| **Privacy Breaches**  Attending agencies must notify, as soon as practicable, their own privacy team, relevant attending agencies, and the lead agency of any actual or suspected unauthorised access to or use or disclosure of any information shared under this Protocol.  **Security Breaches**  Attending agencies must notify, as soon as practicable, their own privacy team, relevant attending agencies, and the lead agency of any actual or suspected breaches of the security obligations under this Protocol.  **Serious Harm Notification**  Where the breach or suspected breach has caused or has the potential to cause serious harm to the affected individuals, the attending agencies will agree on who is responsible for ensuring that affected people receive appropriate help and that the notifiable breach provisions of the Privacy Act are complied with.  **Helping other attending agencies**  Where an attending agency commences an investigation, the attending agencies will provide the investigating agency with reasonable assistance, and the investigating agency will keep the other attending agencies informed on the progress and outcome of that investigation  **Suspension of sharing**  If there has been or may have been a breach, any attending agency may suspend the exchange of Information under this Protocol by notice in writing to give the relevant attending agency time to remedy the breach. |

## Managing External Requests and Complaints

|  |
| --- |
| External requests and complaints management |
| Attending agencies are responsible for complying with their respective obligations under the Privacy Act, the Official Information Act, and any other applicable legislation.  Attending agencies will ensure that they notify the other attending agencies should they receive any of the following external communications relating to information shared under this Protocol:   * Privacy Act and Official Information Act Requests * Complaints * Media Requests |

## Managing Conflicts of Interest

|  |
| --- |
| Conflicts of Interest |
| All attending agency representatives must declare any conflicts of interest that arise from the sharing of information at the [\*insert name of meeting] meeting.  Where a conflict of interest is identified in relation to an individual, the attending agency representative will excuse themselves from the meeting while that individual and their circumstances is being discussed. |

## Protocol Review

|  |
| --- |
| Protocol Review |
| Attending Agencies agree that this protocol will be reviewed [\*insert review period].  Attending Agencies agree that the protocol review will be commenced and led by [\*insert name of attending agency].  Any amendments made to this protocol, including addition and removal of attending agencies will be recorded in the [Protocol Review Log](#_Protocol_Review_Log). |

## Protocol Management and Oversight

|  |  |
| --- | --- |
| Protocol Oversight and Management | |
| **Attending Agency** | **Protocol Relationship Manager** |
| Choose an item. | [\*insert name of Relationship Manager, including position and contact details] |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |

## Attending Agency Signatories

|  |  |
| --- | --- |
| Attending Agency Signatories | |
| **The Attending Agencies acknowledge that they and the attending agency representative have read, understood, and agree to comply with the information sharing processes set out in this** [\*insert name of meeting] **meeting information sharing Protocol.** | |
| Choose an item. | [\*insert name of Signatory, including position, and electronic signature, and date] |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |
| Choose an item. |  |

## Protocol Review Log

|  |  |
| --- | --- |
| Review Date | Outcome of Review/Amendments made |
|  |  |
|  |  |