

Who is involved in the Framework?

If you are unclear about any of the information in this Charter or have any questions you can contact any of the partners who have signed up to it using the details:

Cambridge City Council

Tel: 01223 457212

Email: information.management@cambridge.gov.uk

Cambridgeshire Constabulary

Tel: 101 / 01480 456111

Email: dataprotection@cambs.pnn.police.uk

Cambridgeshire County Council

Tel: 01223 699137

Email: data.protection@cambridgeshire.gov.uk

Cambridgeshire Fire and Rescue Service

Tel: 01480 444 500

Email: enquiries@cambsfire.gov.uk

East Cambridgeshire District Council

Tel: 01353 665555

Email: information.manager@eastcambs.gov.uk

Fenland District Council

Tel: 01354 654321

Email: info@fenland.gov.uk

Hinchingbrooke Health Care NHS Trust

Tel: 01480 847859

Email: hch.-tr.informationgovernance@nhs.net

Huntingdonshire District Council

Tel: 01480 388388

Email: information.sharing@huntingdonshire.gov.uk

NHS Cambridgeshire and NHS Peterborough

Tel: 01223 725400

Email: c-pct.infogov@nhs.net

South Cambridgeshire District Council

Tel: 01945 713372

Email: informationmanagement@scambs.gov.uk

How to find out more

To access the Information Sharing Framework and further information go to www.cambridgeshire.gov.uk/infosharingframework



Cambridgeshire Information Sharing Framework - Charter

What is the Cambridgeshire Information Sharing Framework?

The Information Sharing Framework was created by a partnership of public sector organisations in Cambridgeshire to help improve how we deliver services and respond quickly to the needs of residents.

The Framework was set up to create confidence in using personal information when it is appropriate and legal to do so, but also to ensure that you are able to understand the uses of the data.

The Framework will help us to ensure that we collect and share your personal data in a way that is fair, transparent and in line with your rights and expectations. It will govern how we will use shared information to improve the public services you rely on and what safeguards we have in place to keep your personal information secure.

Why information is being shared

Information is shared when appropriate to provide residents with the services they need and to help identify other public services which could benefit them that they might be unaware of such as home heating grants for the elderly; or free school meals for children. The information we share can also help prevent crime and detect fraud, refer victims of crime to counselling and safeguard children at risk of abuse.

The type of information being shared

The Framework covers information which might be personal and/or sensitive in nature. It covers all electronic and manual information including audio and visual

Your Rights

The Data Protection Act gives individuals certain rights regarding their information. These rights allow individuals to:

- access a copy of their personal data
- object to any use of data that is likely to cause, or is causing, damage or distress
- in certain circumstances to have inaccurate personal data corrected, blocked, deleted or destroyed

All the organisations that have signed up to this Framework have agreed to use your information fairly and to be open and honest with you about how and why your information will be used.

If you have any concerns about this Charter or the use of your information following discussions with any of the organisations listed, the contact details for the Information Commissioner are:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Tel: 0303 123 1113

or visit www.ico.gov.uk

Our responsibilities

There are certain legal requirements we must adhere to when sharing your information. The requirements we set out within the framework. We will also adhere to the following principles:

- Organisations will be open and honest with the individual, or their family, about what information is being shared, why, how and who with.
- Organisations will ensure that legally required safeguards are in place and complied with and will seek expert advice if in doubt so that information is not shared inappropriately.
- Information will be shared in line with the Data Protection Act and there will be an agreed framework to manage this sharing.
- We will seek the consent of individuals to use their data wherever possible, unless there is a proper legal reason to prevent us.
- Decisions to share information will take account of the safety and well-being of the person the information relates to and anyone else who may be affected by sharing this data.
- Information shared will be relevant, accurate and up to date and will not be kept longer than it is needed.
- Information will be stored and transferred securely.
- We will record what has been shared and when decisions are made not to share information.