



Information Sharing Protocol headings and guidance for completions

- The Protocol document should normally be produced by the organisation which *seeks* the information, and agreed with the organisation which *supplies* the information
- This document is for guidance only: please download and complete a blank MS Word document from <http://www.oisf.uk/docs/InformationSharingProtocol.docx>
- Reference may have to be made to other organisations which will also have access to the information
- Add additional signature rows as necessary

Name and description of Information Set:	
This should contain information which will explain to a patient, or another professional, what information you are sharing and why.	
Date:	
Version:	Draft versions should be in decimal points (eg, v0.1); completed versions should be in whole numbers (eg, v1.0, v2.0)
Type of information: (see table 1 in the Information Sharing Guidance)	Please refer to the Information Sharing Guidance and select the most appropriate option; if you cannot find a term to suit, please consult your IG lead or Caldicott Guardian
Purpose for sharing: (see table 2 in the Information Sharing Guidance)	Please refer to the Information Sharing Guidance and select the most appropriate option; if you cannot find a term to suit, please consult your IG lead or Caldicott Guardian
Consent type: (see table 3 in the Information Sharing Guidance)	Please refer to the Information Sharing Guidance and select the most appropriate option; if you cannot find a term to suit, please consult your IG lead or Caldicott Guardian
To be seen by: (this is the roles of the people who will have access to the information)	This refers to who will see the information
{Insert name of organisation sharing information} agrees to:	This refers to the organisation who will share the information Insert the name of the organisation in the left-hand box; complete the right hand box with the agreement. For example 'agrees to share the following data sets'

Information sets: (details may be supplied on a separate sheet if necessary)	The details of what information is being shared
Information flow: (details may be supplied on a separate sheet if necessary)	How the information will be shared

Access / storage / destruction details	How the information will be processed when it has been accessed	
Person(s) responsible for ISP and information flows	This must be a responsible person in the organisation receiving the information	
Organisations subscribing to this protocol	Organisation	Contact
	Complete as necessary	

Signature	Date

Supporting documents	Oxfordshire Information Sharing Guidance v4.0 Oxfordshire Information Sharing Agreement v4.0 Oxfordshire Information Sharing Process v4.0
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