



## Wales Accord on the Sharing of Personal Information

### Information Sharing Protocol for

Torfaen Family Support Programme including SPACE  
Wellbeing (Single Point of Access for Children's Emotional  
Wellbeing)

**Version** Final v1.0

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Quality Assurance Group WASPI South East QA pnael

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## **1 Introduction to this ISP**

- 1.1 This Information Sharing Protocol (ISP) is supplementary to the Wales Accord on the Sharing of Personal Information (WASPI) and has been agreed following consultation between the participating partner organisations.
- 1.2 This ISP is intended to help practitioners understand what information can be shared between the listed partners for the stated purpose(s). It also provides assurance that the partners have considered the requirements of data protection legislation.
- 1.3 This ISP has been prepared to support the regular sharing of personal information for Torfaen Family Support Programme, including SPACE Wellbeing (Single Point of Access for Children's Emotional Wellbeing). The Torfaen Family Support Programme process brings together representatives from different agencies and services who work with children, young people and their families to assess their needs and provide holistic family support, thereby reducing the need for more intensive/statutory interventions. These services include Families First, education and school support, mental health support and various third sector partners. Services from Aneurin Bevan University Health board include Specialist CAMHS and Primary Care Mental Health Support Service.
- 1.4 Personal information is shared to support the delivery of Torfaen Family Support Programme, to enable the delivery of multi-agency meetings at which requests for support are discussed and outcomes agreed. There are five meetings which currently take place on a weekly basis in the Local Authority areas of Torfaen, Newport, Blaenau Gwent, Caerphilly, and Monmouthshire (the Monmouthshire panel is called the Early Help Panel). This ISP focuses on the sharing of data for the Torfaen multi-agency panel.

Requests to support families who require preventative social care provision or children and young people who are struggling with their mental health and emotional wellbeing or are brought to the panel from a range of professionals, with requests direct from families also accepted. Following preparatory work, including lateral checks, service representatives go through requests for support and allocate each family to the service or services that the panel feels can offer the right support to meet their needs, or make arrangements for support to be provided to professionals already involved in supporting a child or family, as appropriate.

## 2 Information sharing partner organisations

2.1 The table below sets out the organisational partners to the ISP, the key contact points and the departments, divisions and teams typically involved in sharing information for the purposes described in this ISP. Please note that Appendix C (3rd party sharing partners) will identify potential partners to sharing dependent upon need.

Information Sharing Partner Organisations	Owner / Point of contact	Departments / Divisions / Teams
1, Aneurin Bevan University Health Board	Assistant Divisional Director, Family and Therapies Division	Family & Therapies Services (S-CAMHS, Community Psychology, School Nursing)
	PCMHSS Strategic and Clinical Lead	Mental Health and Learning Disabilities Services (PCMHSS), ISCAN (Integrated Service for Children with Additional Needs)
2, Torfaen County Borough Council	Chief Officer, Education	Educational Psychology and Inclusion Provision, Schools, Flying start
	Head of Children's Services	Families First, Building Resilient Communities, Torfaen Young Carers Service.
	Head of Public Services Support Unit	Community Safety
3, 3 <sup>rd</sup> Sector Service Providers (Appendix C)	Appendix C	
4. Heddlu Gwent Police	Data Protection Officer	Public Protection Department
5. Bron Afon	Service Lead – Community Development, Support and Contracts.	Families First
6. YOS	YOS Manager	Monmouthshire Childrens' Services

2.2 The ISP owners / points of contact have overall responsibility for this ISP within their respective organisations and must therefore ensure the ISP is disseminated, understood and acted upon by relevant practitioners.

2.3 The owners / point of contact for each partner organisation will regularly monitor and review the use of this ISP to ensure information is shared effectively and appropriately.

2.4 Once the ISP has been assured, each partner organisation will nominate a signatory to sign the ISP at Appendix C. The signatory will be an appropriate person from the partner organisation who can sign on behalf of the organisation.

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### 3 Specific organisational / practitioner obligations

- 3.1 Any breaches of security, confidentiality and other violations of this ISP must be reported in line with each partner organisation's incident reporting procedures. Consideration should be given to sharing the outcome of any investigation, where appropriate, with other partners to the ISP.
- 3.2 Practitioners who share information in line with this ISP should make themselves aware of, and adhere to, their organisation's Information Governance and records management procedures; in particular, the provisions that relate to collecting, processing and disclosing personal information.
- 3.3 Every reasonable step should be taken to ensure that inaccurate personal data are erased or rectified without delay. Consideration must be given to advising partner organisations that they may have received inaccurate information. In circumstances where partner organisations cannot be informed, advice should be taken from an Information Governance lead (or equivalent).

**STAFF SHOULD NOT HESITATE TO SHARE PERSONAL INFORMATION IN ORDER TO PREVENT ABUSE OR SERIOUS HARM, IN AN EMERGENCY OR IN LIFE-OR-DEATH SITUATIONS. IF THERE ARE CONCERNS RELATING TO CHILD OR ADULT PROTECTION ISSUES, THE RELEVANT ORGANISATIONAL PROCEDURES MUST BE FOLLOWED**

### 4 Legislative / statutory powers

- 4.1 The sharing arrangements described in this ISP takes into account the relevant data protection legislation, the Human Rights Act 1998 and the common law duty of confidence.
- 4.2 Before sharing personal information, partner organisations must have identified a clear legal basis for doing so.
- 4.3 Data protection legislation includes the concept of:
  - 'personal data'; any information relating to an identified or identifiable (living) natural person, and
- 4.4
  - 'special categories of data' / 'sensitive processing'; personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation

Whilst information about deceased people is not covered by data protection legislation, data about deceased people is covered by a similar level of confidence.

- 4.5 Further information and guidance on lawful processing of personal information can be found on the Information Commissioner's website; [www.ico.org.uk](http://www.ico.org.uk)

- 4.6 Partner organisations also need to ensure they take into account the Data Protection Act 2018 and any additional requirements it places on the use of the legal bases set out in Articles 6, 9 and 10 of GDPR (see Part 2 of the Act) and processing for the ‘law enforcement purposes’ (see Part 3 of the Act). The ICO has guidance on this matter and queries about the relevance of any legal basis should be raised with an Information Governance lead.
- 4.7 Consent to process personal data should not be confused with consent to receive the service. The two are separate and should not be confused or merged.

**Table 1 - Article 6 - Personal Data**

Legal basis	Check box / Notes
<p>Task carried out in the public interest or in the exercise of official authority – Art 6(1)(e)</p>	<p><input checked="" type="checkbox"/> <b><u>Local Authorities</u></b></p> <p>The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. The following legislation supports the sharing of personal information for the purposes defined in this agreement;</p> <ul style="list-style-type: none"> <li>• <b>Children Act 2004, Part 3, section 25</b> - places a duty on each child’s service authority to make arrangements to promote cooperation between itself and relevant partner agencies to improve the wellbeing of children in their area</li> <li>• <b>Children Act 2004, Part 3, section 28(2)</b> – places a duty on the service authority to make arrangements for ensuring that their functions are discharged having regard to the need to safeguard and promote the welfare of children.</li> <li>• <b>Local Government Act 2000, section 2</b> – places a duty on the local authority to promote or improve the social wellbeing of their area. This provides an implied power to share information with statutory services and the independent sector.</li> </ul> <p>4.8</p> <ul style="list-style-type: none"> <li>• <b>Education Act 2002, Part 11, section 175</b> – places a duty on the local authority to make arrangements for ensuring that their education functions are exercised with a view to safeguarding and promoting the welfare of children.</li> <li>• <b>Social Services and Well-being (Wales) Act 2014, Part 7, section 130</b> – if a relevant partner of a local authority has reasonable cause to suspect that a child is a child at risk and appears to be within the authority’s area (or that of another authority), it must inform the local authority of that fact.</li> </ul> <p><b><u>HEALTH</u></b></p> <p>The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. The following legislation supports the sharing of personal information for the purposes defined in this agreement;</p> <ul style="list-style-type: none"> <li>• <b>Children Act 2004, Part 3, section 25</b> - places a duty on each child’s service authority to make arrangements to</li> </ul>

	<p>promote cooperation between itself and relevant partner agencies to improve the wellbeing of children in their area</p> <ul style="list-style-type: none"> <li>• <b>Children Act 2004, Part 3, section 28(2)</b> – places a duty on the service authority to make arrangements for ensuring that their functions are discharged having regard to the need to safeguard and promote the welfare of children.</li> </ul>
Legitimate Interest – Art 6(1)(f)	<p><input checked="" type="checkbox"/> <b>3<sup>rd</sup> Sector Providers (Appendix C)</b></p> <p>Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.</p>

**Table 2 - Article 9 - Special Categories of Personal Data**

Legal basis	Checkbox / Notes
Necessary for reasons of substantial public interest - Art 9(2)(g)	<p><input checked="" type="checkbox"/> <b><u>Local Authorities</u></b></p> <p>GDPR Art 9(2)(g) requires a basis in UK law, which is provided by Section 10(3) of the Data Protection Act 2018.</p> <p>This in turn refers to the need to meet a relevant condition in Part 2 of Schedule 1 of the DPA 2018. The relevant condition is:</p> <p>Schedule 1, Part 2, Para 16 1 (a) support for individuals. 17 1 (a) counselling and support, 18 1 (a) safeguarding of children at risk</p> <p>4.9</p> <ul style="list-style-type: none"> <li>• <b>Children Act 2004, Part 3, section 25</b> - places a duty on each child's service authority to make arrangements to promote cooperation between itself and relevant partner agencies to improve the wellbeing of children in their area</li> <li>• <b>Children Act 2004, Part 3, section 28(2)</b> – places a duty on the service authority to make arrangements for ensuring that their functions are discharged having regard to the need to safeguard and promote the welfare of children.</li> <li>• <b>Local Government Act 2000, section 2</b> – places a duty on the local authority to promote or improve the social wellbeing of their area. This provides an implied power to share information with statutory services and the independent sector.</li> </ul> <p>4.10</p> <ul style="list-style-type: none"> <li>• <b>Education Act 2002, Part 11, section 175</b> – places a duty on the local authority to make arrangements for ensuring that their education functions are exercised with a view to safeguarding and promoting the welfare of children.</li> </ul> <p>4.11</p> <ul style="list-style-type: none"> <li>• <b>Social Services and Well-being (Wales) Act 2014, Part 7, section 130</b> – if a relevant partner of a local authority has reasonable cause to suspect that a child is a child at risk and appears to be within the authority's area (or that of another authority), it must inform the local authority of that fact.</li> </ul> <p>4.12</p> <p><b><u>HEALTH</u></b></p> <p>GDPR Art 9(2)(g) requires a basis in UK law, which is provided by Section 10(3) of the Data Protection Act 2018.</p>

	<p>This in turn refers to the need to meet a relevant condition in Part 2 of Schedule 1 of the DPA 2018. The relevant condition is:</p> <p>Schedule 1, Part 2, Para 16 1 (a) support for individuals. 17 1 (a) counselling and support, 18 1 (a) safeguarding of children at risk</p>
<p>Provision of preventative or occupational medicine, health or social care or treatment, or the management of health or social care systems – Art 9(2)(h)</p>	<p><input checked="" type="checkbox"/> <b>HEALTH and 3<sup>rd</sup> Sector Partners (Appendix C)</b></p> <p>SPACE-Wellbeing is a multi-agency process to co-ordinate help, including both early intervention and specialist provision, for children’s mental health and emotional wellbeing. Processing is necessary for the purpose of preventative or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care treatment or the management of health or social care systems and services on the basis of Union or Member State law pursuant to contract with a health professional.</p>

## 5 Personal information to be shared

- 5.1 Only the minimum necessary personal information consistent with the purposes set out in this document can be shared. Anonymised and pseudonymised information should be used where possible.
- 5.2 Information provided by partner organisations will not generally be released to any third party without prior consultation with the originating partner organisation.
- 5.3 An information reference table at Appendix B provides details of the information exchanges associated with this ISP, including the typical categories of information shared, the organisations involved and the parts of the organisation typically involved. As controllers in their own right, partner organisations are responsible for ensuring the appropriate staff have access to personal information that is adequate, relevant and limited to what is necessary for the intended purpose.
- 5.4 The following table sets out the personal information commonly shared to identify data subjects and ensure partner organisations are referring to the same data subject:

Personal identifiers	Select all that apply
Name (including aliases)	<input checked="" type="checkbox"/>
Date of birth	<input checked="" type="checkbox"/>
Address	<input checked="" type="checkbox"/>
Postcode	<input checked="" type="checkbox"/>
Other reference number (e.g. NHS number, National Insurance number, any system/service number )	<input checked="" type="checkbox"/>

## 6 Data Subjects’ Rights

- 6.1 Data protection legislation provides various individual rights for data subjects. Advice on how these rights should be met should be sought from each organisation’s Information Governance representative, Data Protection Officer or equivalent. Specific

guidance on these rights is available on the Information Commissioner’s website;  
www.ico.org.uk

- 6.2 The following paragraphs refer to key rights associated with sharing personal information.
- 6.3 Unless doing so would risk harm to them or others, or hinder any investigation or legal proceedings, data subjects should be informed how and why their personal information will be processed and who it is shared with (the Right to be Informed). Ideally, this information – often provided in what is commonly referred to as a privacy notice - will be provided at the first point of contact. It can be part of a registration form or a standalone document.
- 6.4 A layered approach is often appropriate. This could involve a high level organisational statement supplemented by specific service level information; for example a website or leaflet and verbal information provided by a practitioner.
- 6.5 Information should be clear and particular care should be taken when relying on consent as the legal basis for sharing information, or where working with children, as there are additional requirements to consider. Further information on the ‘Right to be Informed’ is available on the Information Commissioner’s website; www.ico.org
- 6.6 For the purposes of this ISP, partner organisations should set out below how they meet the requirements of the Right to be Informed. Ideally, a consistent message will be provided and it may be helpful to agree a standard service level privacy notice.

Name of Organisation	Method of Informing (select any that apply)	Name of document / website	Comments
Torfaen County Borough Council	Website <input checked="" type="checkbox"/> Leaflet <input checked="" type="checkbox"/> Form <input checked="" type="checkbox"/> Verbal <input checked="" type="checkbox"/> Other (specify in comments) <input type="checkbox"/>	Privacy Notice   Torfaen County Borough Council  Torfaen information leaflet for families	PN has been developed
ABUHB	Website <input checked="" type="checkbox"/> Leaflet <input checked="" type="checkbox"/> Form <input checked="" type="checkbox"/> Verbal <input checked="" type="checkbox"/> Other (specify in comments) <input type="checkbox"/>	<a href="https://abuhb.nhs.wales/files/information-governance/privacy-notice-general/">https://abuhb.nhs.wales/files/information-governance/privacy-notice-general/</a>	PN has been developed
3 <sup>rd</sup> Sector Providers	Website <input checked="" type="checkbox"/> Leaflet <input checked="" type="checkbox"/> Form <input checked="" type="checkbox"/> Verbal <input checked="" type="checkbox"/> Other (specify in comments) <input type="checkbox"/>	Gateway Referral  <a href="#">Privacy Notice   TVA - Torfaen Voluntary Alliance (tvawales.org.uk)</a>	

Bron Afon	Website	<input checked="" type="checkbox"/>	https://www.bronafon.org.uk/our-privacy-notice/	
	Leaflet	<input checked="" type="checkbox"/>		
	Form	<input checked="" type="checkbox"/>		
	Verbal	<input checked="" type="checkbox"/>		
	Other (specify in comments)	<input type="checkbox"/>		

- 6.7 All participating organisations will have in place policies and procedures to uphold the confidentiality, integrity and availability of personal information with specific reference to the retention, storage and disposal of records.
- 6.8 Requests for the information referenced in this ISP will be dealt with in accordance with each partner organisation's relevant policies and procedures.
- 6.9 Each partner organisation will put in place a formal procedure by which data subjects, partner organisations and practitioners can direct any complaints regarding the information sharing documented in this ISP.
- 6.10 There is an expectation that partners to this ISP will work together to keep all partners informed of any complaints or requests for information received from data subjects or third parties. The partners will also keep each other informed of any problems associated with the information sharing practices documented in this ISP and there is an expectation that they will collaborate to develop and improve these practices.

## 7 Information security

- 7.1 Each partner organisation must have an appropriate and adequate security framework.
- 7.2 Practitioners carrying out the functions outlined in this ISP should make themselves aware of, and adhere to, their organisation's information security policies and procedures.
- 7.3 A detailed list of agreed methods for the safe and secure transfer of personal information is documented within Appendix B.
- 7.4 All partners must ensure adequate and appropriate training on the subjects of data protection and confidentiality is provided to all staff with access to personal data.

## 8 Review of this ISP

- 8.1 This ISP will be reviewed two years from signing this document or sooner if appropriate. There is guidance available on the WASPI website about the process for reviewing an ISP.

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## 9 Appendix A – Glossary of Terms

Term	Definition
<b>Data Protection Act 2018</b>	<p>The UK's third generation of data protection law replaces the Data Protection Act 1998. The 2018 Act accepts the standards and obligations set by GDPR and, where GDPR allows, makes specific provisions relevant to the UK.</p> <p>The 2018 Act also transposes EU Data Protection Directive 2016/680 (Law Enforcement Directive) into domestic UK law.</p> <p>It is important the GDPR and the DPA 2018 are read side by side.</p>
<b>Data Protection Officer</b>	<p>Certain categories of organisation, including any public body or authority (except courts in their judicial capacity) are required to designate a suitably qualified Data Protection Officer (DPO). The tasks of the DPO are set out in Article 39 of GDPR.</p>
<b>Data subject</b>	<p>A 'data subject' is an identified or identifiable natural person. Organisations may refer to data subjects as service users, patients, clients, citizens, etc but for consistency, WASPI framework documentation refers to data subjects.</p>
<b>GDPR</b>	<p>The General Data Protection Regulation (GDPR) lays down laws relating to the protection of natural persons with regard to the processing of personal data and rules relating to the free movement of personal data. This Regulation protects fundamental rights and freedoms of natural persons and in particular their right to the protection of personal data.</p>
<b>Law Enforcement Purposes</b>	<p>The purposes of the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, including the safeguarding against and the prevention of threats to public security. (DPA 2018 Part 3, Chapter 1, Section 31)</p>
<b>Personal data</b>	<p>'personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.</p>

<b>Personal data about criminal convictions, offences or related security measures</b>	This includes personal data which relates to the alleged commission of offences by the data subject, or proceedings for an offence committed or alleged to have been committed by the data subject or the disposal of such proceedings, including sentencing. (DPA 2018 Section 11(2))
<b>Personal identifiers</b>	A set of basic personal details that allow partner organisations to identify a data subject.
<b>Personal information</b>	Includes information falling within the definition of 'personal data' and information about deceased individuals. Data protection legislation does not apply to information about deceased individuals but such information needs to be treated confidentially and WASPI should be applied to this information.
<b>Practitioner</b>	An inclusive term that refers to those involved in the care, education, welfare of data subjects; ie those who provide a public service.
<b>Processing personal data</b>	'processing' means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.' (GDPR Art 4(2))
<b>Special categories of data / sensitive processing</b>	Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation. (GDPR Art 9(1))
<b>SPACE</b>	The Torfaen SPACE (Single Point of Access for Children's Emotional Wellbeing) Programme. SPACE Wellbeing process brings together representatives from different agencies and services who work with young people and their families to support their mental health and emotional wellbeing and to provide preventative social care interventions.

## 10 Appendix B – Information Reference Table

### for The Torfaen Family Support Programme

This table sets out the why, what, when and how of information sharing in detail.  
Guidance on completing this section can be found on the website

	Description	Referral		Families First and / or SPACE-Wellbeing Co-ordinator / Administrator		Panel Meeting		Service Providers	
		Who by	Who to	Who by	Who to	Who by	Who to	Who by	Who to
<b>1</b>	<b>Information exchange</b> <i>General description of the process or stage to which the information sharing relates.</i>	A need has been identified and the Family is referred into the Families First / SPACE-Wellbeing panel for multi-agency discussion and allocation of appropriate support (right help, first time).		The Families First and / or SPACE-Wellbeing Co-ordinator and / or administrators may seek lateral checks from appropriate organisations to enable a better assessment of the referred individual circumstances to establish support needs.		The Families First and / or SPACE-Wellbeing Co-ordinator prepares a synopsis and issues this to all panel members in advance of the weekly panel meeting. The panel meeting convenes to discuss each case. Following the panel meeting, the Families First and / or SPACE-Wellbeing co-ordinator will distribute the minutes/decision to participants		The individual is referred into the appropriate service to receive support.	
<b>2</b>	<b>What information will be shared?</b> <i>Describe the information to be shared – you do not need to go to 'field level' detail.</i> <b>Please note: <u>Only the minimum and relevant personal information is to be shared and strictly on a case by case basis.</u></b>	Personal identifiers Parental and family Information Address / contact details Appropriate health / wellbeing information		Health / Medical records Social Care records of the referred individual Education records of the referred individual		Personal Identifiers Parental Information Health / Medical records Social care Records Education records		Personal Identifiers Parental Information Health / Medical records Social care Records Education records	
<b>3</b>	<b>Partner Organisation(s)</b> <i>Details of provider and recipient organisation(s)</i> <i>Ensure the organisations listed reflect section 2 of the ISP i.e. are all organisations listed in section 2</i>								
		Self-referral Relative, carer or friend 1) Health/GP 2) TCBC Schools 2) TCBC LEA 4) Police 6) YOS 2) TCBC Housing 2) Bron Afon Community Housing 2) TCBC Social Services 3) 3rd Sector Services (appendix C)	2) Families First and / or SPACE Well-being team	1) ABUHB 2) TCBC Social Services 2) TCBC Education Services / Schools 5) Bron Afon Community Housing 6) YOS	2) Families First and / or SPACE Well-being team	2) TCBC Families First 2) TCBC Education Services 2) TCBC Flying Start 2) TCBC Education Services 2) TCBC Flying Start 6) YOS 5) Bron Afon Community Housing	2) TCBC Families First 2) TCBC Education Services 2) TCBC Flying Start 6) YOS 5) Bron Afon Community Housing 1) ABUHB 3) Action for Children	2) Families First and / or SPACE Well-being team	1) ABUHB 2) TCBC Social Care Services 2) TCBC Education Services 5) Bron Afon Community Housing 3) Action for Children 3) Cyfannol Women's Aid 3) Platform 3) Barod (n-gage)

					1) ABUHB 3) Action for Children		
<b>4</b>	<b>How is information shared and what methods are used to keep the information secure?</b> <i>Provide, in detail the specific agreed secure methods for sharing personal information</i>	Referrals are received electronically via email or by letter. They may be received by a referral form, by letter or by telephone (for family self-referrals). Police service act as referrers only. These referrals will not include information about criminal convictions. Referrals are stored on the WCCIS system	The Families First and / or SPACE-Wellbeing Co-ordinator have restricted, password protected access to the following secure systems using two-factor authentication; ABUHB – EPEX / Myrddin / CWS YOS – Child View Education – ONE Social Services – WCCIS	The Families First and / or SPACE-Wellbeing Co-ordinator prepare a synopsis and issues this to all panel members in advance of the weekly panel meeting. The synopsis is sent via secure encrypted email using TLS 1.2 encryption standard. Following the panel meeting, the Families First and / or SPACE-Wellbeing Co-ordinator will distribute the minutes/decision to participants with involvement via secure email using TLS 1.2 encryption standard.	The Families First and / or SPACE-Wellbeing Co-ordinator engages with the appropriate service delivery provider decided at panel. The WCCIS system is updated, meeting minutes are shared with panel members electronically (via secure email TLS 1.3 or password protected), and the family/referrer and GP are notified of the decision by email or letter using TLS 1.2 encryption standard.		
<b>5</b>	<b>Reliance on consent</b> <i>Check the box if any exchange relies on consent and explain how and when consent is obtained. Ensure section 4 of the ISP reflects this legal basis</i>	Exchange relies on consent <input checked="" type="checkbox"/> Exchange does not rely on consent Participation is voluntary. At the point of referral, it is essential that verbal agreement to participate is obtained from the person with parental responsibility and/or young person (as appropriate) and that this is clearly indicated in the referral letter / form. Families must be given information with regard to information sharing and who their information may be shared with. Consent is not the legal basis for processing of information. Other legal bases as outlined are relied upon.	Exchange relies on consent <input checked="" type="checkbox"/> Exchange does not rely on consent	Exchange relies on consent <input checked="" type="checkbox"/> Exchange does not rely on consent	Exchange relies on consent <input checked="" type="checkbox"/> Exchange does not rely on consent		
<b>6</b>	<b>Notes for Practitioners</b>						

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## 11 Appendix C – List of 3<sup>rd</sup> sector service sharing partners

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Information Sharing Partner Organisations	Owner / Point of contact	Departments / Divisions / Teams
Action for Children	Childrens Service Manager	Tafarn Newydd Children & Families Service
Cyfannol Women's Aid	Area Manager	Torfaen Cyfannol Women's Aid - Community and Refuge Team
Platform	Service Manager	4YP
Barod (n-gage)	Service Manager	Gwent N-gage

\*This list is to be reviewed periodically and in line with service reviews. Please note that there may be delays between amendments to the list and re-publication.

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## 12 **Appendix D – Information Leaflet (Click document for full view)**



SPACE WB Leaflet  
Torfaen FINAL.pdf



FF Parents Leaflet -  
English.pdf



FF Practitioners  
Leaflet - Bilingual.pdf

## 13 **Appendix E – Partner Organisations Signatures**