

JINNAH UNIVERSITY FOR WOMEN



Information Sharing Policy

Updated : September 2021
Approved : October 2021
(Academic Council)

'Sharing information is a vital part of any educational institution. The decisions about how much information to share, with whom and when, can have a profound effect on individuals' lives. It could check that an individual receives the precise services at the right time and avoid a need from becoming more difficult to meet.

Strategic Plan

To meet the needs of all the students in our attention it is important to share information with parents and with one another in order to support their growth. It may also be required in some circumstances to seek the help and guidance from outside professionals. If this action is taken the parent's accord will first be sought. Information may not be shared without parental agreement.

Any information and data concerning students, parents, staff or the University will be on a requirement to know basis and will be kept confidential. Staff, volunteers and students on assignment will not discuss individual student other than purposes of curriculum planning/group management, with people other than parents/guardians of that student.

Information given by parents/ guardians to the staff will not be passed on to other persons without permission.

University recognizes that parents have a right to know that the information they share with us will be regarded as confidential, as well as to be informed about the circumstances when, and the reasons why, we are obliged to share information.

We record and share information about students and their families (data subjects) in line with the purposes:

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject.
2. Suitable, relevant and limited to what is necessary in relation to the purposes for which data is processed.
3. Accurate and where necessary, kept up to date.
4. Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed.
5. Processed in a way that ensures appropriate security of the personal data including protection against accidental loss, destruction or damage, using appropriate technical or organizational measures.

We are obliged to share personal information without approval from the person who provided it, or to whom it relates, if it is in the public interest.

The duty for decision-making should not rely solely on an individual but should have the back-up of the administration team. The management team provide clear guidance, policy and procedures to ensure all staff and volunteers understand their information sharing responsibilities and are able to reply in a timely, proper way to any safeguarding concerns.

This policy will be subject to continuous monitoring, modification and review by the management.

- Management will undertake a formal review of this regulation for the purpose of monitoring and of the efficiency with which the related duties have been discharged, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Measures

Our strategy and procedures on Information Sharing provide guidance to appropriate sharing of information both within the setting, as well as with external agencies.

- We base decisions to share information without accord on judgements about the facts of the case and whether there is a legal compulsion.
- Our guidelines for consensus are part of this procedure.
- Our seniors are aware with this and are able to advise staff accordingly.
- Where information is shared, we record the reasons for doing so,
- where it is decided that information is not to be shared that is recorded too.

- Parents will have access to the files and records for their own ward but will not have access to information about any other.

- Teaching staff will protect student's secrecy in the class by always depersonalizing discussions. Students can then discover the issues being raised without having their personal lives or those of their families implicated or invaded and 'used' inappropriately by others.

- Information shared must be precise and up to date, necessary for the purpose it is being shared for, shared only with those who need to know and shared firmly.

- We will record decisions made and the reasons why information will be shared and to whom. Our safeguarding policy sets out how and where data should be recorded.

- Before entering into any data sharing arrangement, it is good exercise to carry out a privacy impression assessment. This will help to assess the benefits that the information sharing might bring to particular individuals or society more widely.

- As well as harm to individuals, staff should consider possible damage to the organization's repute which may ascend if information is shared inappropriately, or not shared when it should be.

- Further support with information sharing there will always be an extraordinary and difficult circumstances where advice may be needed.