## 

# Appendix B

## Template ‘Information Sharing Decision and Update’ Form

|  |  |  |
| --- | --- | --- |
| **Name of organisation holding information:** |  | |
| **Name and position of person making the information sharing**  **decision:** |  | |
| **Date information was requested:** |  | |
| **What is the intended use or the purpose of the requested information?** |  | |
| **Methodology:** | Yes | No |
| **Do all of the individuals the information refers to give informed consent to share this information?**  **Do all of the individuals the information refers to have mental capacity to make the relevant decision(s)?**  **If you do not have informed consent and you intend to share personal and or special personal categories of data. What is the legal basis under Article 6/9 of the General Data Protection Regulation?**  If |  |  |
|  |  |
|  |  |
| **Decision on information sharing request** |  | |
| **Date of disclosure (if any):** |  | |
| **Any specific arrangements ref: retention/deletion of information:** |  | |
| **Signed:** |  | |
| **Dated:** |  | |