



Privacy Notice – Information Sharing Protocol

Policy Owner: Bridge 2 Education & Employment

Linked Policies: Safeguarding & Child Protection Policy, Data Protection Policy

Effective Date: June 2026

Review Date: June 2027

Purpose

The purpose of this protocol is to ensure information is shared:

- Lawfully
- Safely
- Securely
- Proportionately
- In the best interests of children and young people

Principles

B2EE follows the seven golden rules of information sharing outlined within safeguarding guidance.

Information sharing should be:

Necessary

Only information required should be shared.

Proportionate

Only relevant information should be disclosed.

Relevant

Information must relate directly to the purpose.

Accurate

Information should be factual and current.

Timely

Information should be shared promptly where required.

Secure

Information must be transferred securely.

Recorded

Decisions to share information must be documented.

Safeguarding

Safeguarding concerns may require information to be shared without consent.

This includes concerns relating to:

- Abuse
- Neglect
- Exploitation
- Missing children
- Radicalisation
- Serious harm

The welfare of the child remains paramount.

Information Sharing Partners

Information may be shared with:

- Suffolk County Council
- Essex County Council
- Hertfordshire County Council
- Schools
- Social Care
- Police
- Health Services
- CAMHS
- Youth Justice Services
- Ofsted
- DfE

Secure Methods of Transfer

Approved methods include:

Egress Secure Email

Secure Local Authority Portals

Secure Microsoft 365 Sharing

Encrypted Password-Protected Documents

CPOMS Transfers

Passwords must always be communicated separately.

Information Sharing Requests

Requests should be considered by:

- Provision Manager
- DSL
- SENCO
- Director of Operations

Where appropriate, advice should be sought before sharing information.

Recording Decisions

Information sharing decisions should record:

- What was shared.
- Why it was shared.
- Legal basis.
- Who received the information.
- Date shared.

Records should be retained securely.

Subject Access Requests

Individuals may request access to their personal information.

Requests should be submitted to:

info@bridge2ee.co.uk

Data Breaches

Any unauthorised disclosure, loss or access to information must be reported immediately to the Data Protection Lead.

The organisation will investigate all breaches and notify the ICO where required.

Review

This protocol will be reviewed annually and following any significant information governance incident.

Policy Approval

Policy Owner: Bridge 2 Education and Employment

Approved by: Director of Operations

Date Approved: June 2026

Next Review Date: June 2027



