

INFORMATION SHARING POLICY

March 2024

Glamour Edu Ltd

Ying Lang Guardians

Glamour Edu Ltd

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Glamour Edu Ltd Information Sharing Policy

This policy should read conjunction with Glamour Edu Ltd Data Protection Policy, the Safeguarding and Child Protection Policy and the Staff Code of Conduct.

Policy Owner: Glamour Edu Ltd Director

Date updated: Mar 2024

Next review date: Mar 2025

1. Introduction

Glamour Edu Ltd is registered with the Information Commissioners Office and is familiar with the Data Protection Act 2018 and The General Data Protection Regulation (GDPR)2018, which contains principles governing the use of personal data and all records necessary to the efficient running of the organization. Information technology includes all forms of computing, the internet, digital media and mobile phones, telecommunications. The ICO registration number for Glamour Edu Ltd is ZA369201 and is registered under the organization name: Glamour Edu Ltd.

2. The principles

Staff members must be aware of the principles of the Computer Misuse, Copyright and Data Protection Act 2018 and The General Data Protection Regulation (GDPR)2018. If a member of staff is in any doubt about whether to share information or keep it confidential or has a complaint regarding data protection, he or she should seek guidance from the managing Director of Safeguarding Vicky Xiaoyan Zhang. Procedures of reporting and responding to child neglect and abuse are set out under our Safeguarding and Child Protection Policy document. There is nothing in data protection legislation which limits appropriate disclosure to protect a child. Questions to consider are:

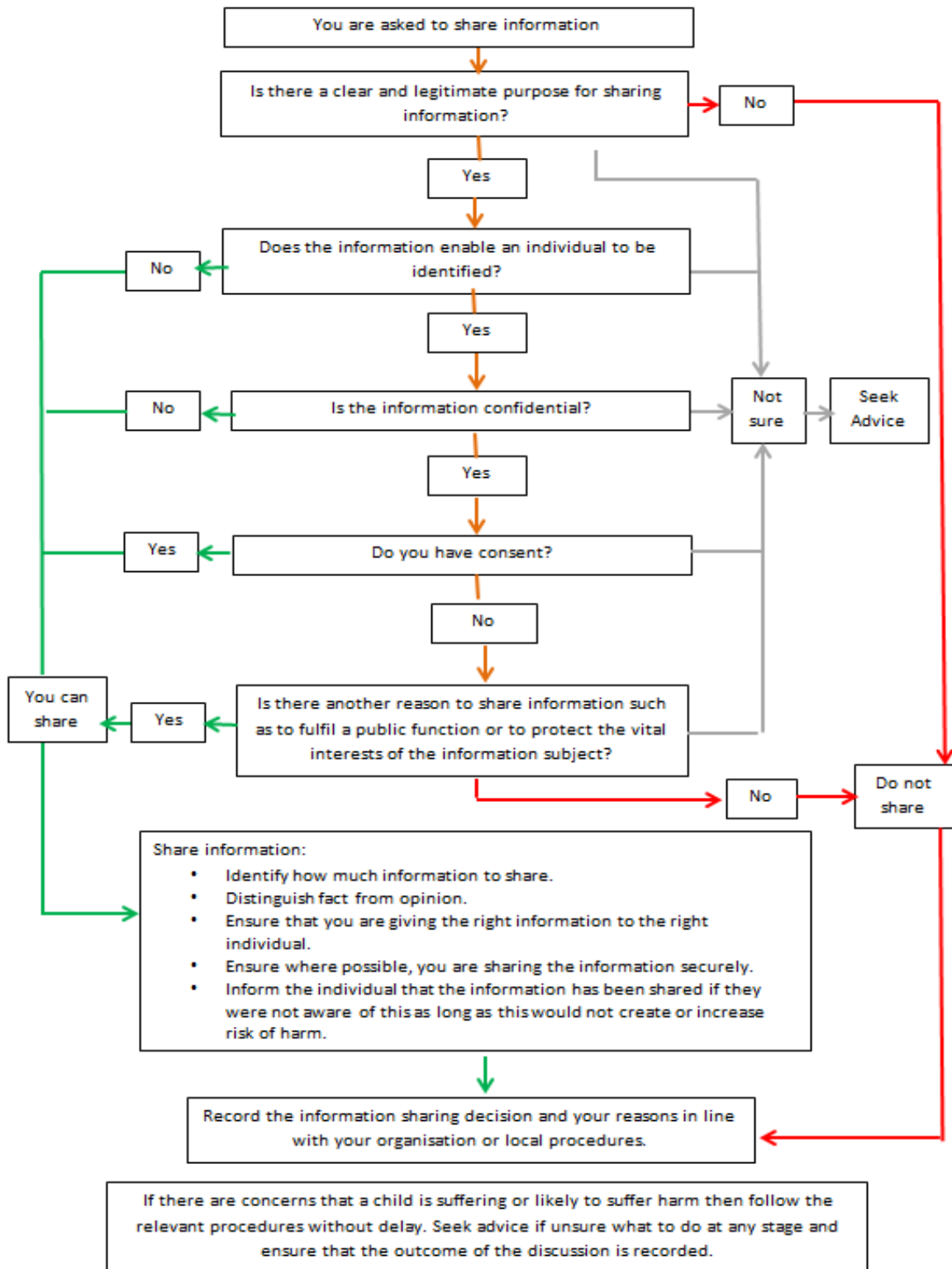
- Is the proposed disclosure a proportionate response to the need to protect the welfare of the child?
- Is the amount of confidential information disclosed and the number of people to whom it is disclosed necessary?
- Is the shared information relevant to the purposes with those who need it?
- Is the shared information adequate for its purpose?
- Is the shared information accurate and up to date?
- Is the Information be shared in a timely fashion to reduce the risk of missed opportunities to offer support and protection to a child?

No more information should be no more than is strictly necessary to protect the health and wellbeing of the child. The more sensitive the information is the greater the child focused need must be to justify disclosure and the greater the need to ensure that only those professionals who have to be informed receive the material.

3. When and how to share information

When asked to share information, all the Glamour Edu Ltd staff should consider the following questions to help you decide if, and when, to share. If the decision is taken to share, you should

consider how best to effectively share the information. Please see the flowchart of when and how to share information:



4. Information sharing through internet

The use of the internet, web based or mobile communications and social media by staff members must be appropriate and lawful, proportionate and ethical. All confidential information must be

sought by consent and not disclosed to unauthorized recipients. The following list is a guide of practices considered as misconduct

- misuse of the internet and/or email to access or distribute material of a pornographic, offensive, obscene or inappropriate nature accessing or disclosing information on or obtained from Glamour Edu Ltd internal systems for unauthorized purposes or persons
- disclosure of confidential information for unauthorized purposes or to unauthorized persons. staff have access to personal confidential information about students, their families, and staff members. This information is stored and processed in accordance with The General Data Protection Regulation (GDPR)2018. It must be: used fairly and lawfully; collected for specified, explicit and legitimate purpose; adequate, relevant and limited to what is necessary; accurate and kept to date; stored securely; processed in a manner that ensures appropriate security of the personal data.

Glamour Edu Ltd will only share records with those who have a legitimate professional need to see them and confidential information should never be used casually in conversation. In circumstances where the child's identity does not need to be disclosed the information should be used anonymously. In circumstances which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a responsibility to pass information on without delay, but only to those with designated safeguarding responsibilities.

5. Awareness Training for Staff

The following sites provide support information for staff who can regularly self-brief on Information Sharing. Staff are expected to use these tools annually to complement the safeguarding training provided by Glamour Edu Ltd.

Government Website for Information Sharing advice:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

Government Website for Data Protection Regulation:

<https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>

Government Website for Data Protection Act: <https://www.gov.uk/data-protection>

Information Commissioner's Office (ICO) Website:<https://ico.org.uk/>