

Checklist for seeking agreement to share information

To share personal information, you need to ensure that the parent or guardian and young person you are seeking agreement from is fully informed about:

- ✓ **the purpose** – why the information is being shared
- ✓ **what information** will be shared
- ✓ **who** will see it
- ✓ **how** it will be shared and stored safely
- ✓ **when** the information will be taken off the register
- ✓ **how** they can check the accuracy of the information
- ✓ **what** will happen if they don't agree to the information being shared or want to withdraw their consent.

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