



### Record keeping

The *Care and Protection of Children Act* (NT) has been changed. Part 5.1A has been added to provide the legal basis for the “information sharing framework”.

Each agency will need to develop its own procedures, documents and record keeping systems.

#### Procedures

Procedures can be simple but must be consistent with the legislation and the *Information Sharing Guidelines*.

Procedures will need to cover four types of information sharing:

- outgoing request to another Authorised Information Sharer (AIS);
- incoming request from another AIS;
- your AIS providing information to another AIS without a request; and
- another AIS providing information to your AIS without a request.

#### Record keeping

AISs should record all exchanges of information under the information sharing framework.

The AIS should keep data on:

- information requests made;
- information requests received;
- information provided to other AIS;
- information received from other AIS; and
- any requests refused, together with the reasons for the refusal.

#### Confidentiality

Information shared under the information sharing framework continues to be confidential information.

#### Need to know

Information should be requested and provided in a secure way so that it is seen only by individuals who will use it in relation to the safety and well being of a child or group of children.

#### Storage

Good record keeping will make it easier for an AIS to establish that information has been shared appropriately and that staff are therefore entitled to the “good faith” protection available under Part 5.1A.

The information sharing framework does not impose any particular requirements around storage of information.

However, the usual privacy considerations do apply. For example, Northern Territory public sector organisations must store information in accordance with the *Information Act*.

Information about people always should be treated with respect.

#### Documentation

Sample letters for requesting and providing information are available on the Information Sharing website.

[www.informationsharing.nt.gov.au](http://www.informationsharing.nt.gov.au)

An AIS may adapt these templates or create their own as long as the templates are consistent with the *Act* and the *Information Sharing Guidelines*.

#### SEE ALSO:

*Information Sharing Guidelines, 1 July 2012*

Frequently Asked Questions  
*Questions about information sharing*

FACT SHEET 2  
*Dealing with information requests*

FACT SHEET 3  
*Best practice in information sharing*

FACT SHEET 5  
*More for DCF officers (available online)*

*Letter templates (available online)*