

What is sharing information?



“Easy Read” does not mean that everyone will find this booklet easy to understand.

Many people will still need help and support to understand what they need to do.



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1. Introduction



This leaflet will help you to understand what we mean by 'sharing information'.



This will also help you understand what you are agreeing to when you sign a form that allows the sharing of information.

COMMUNITY CARE: SHARING INFORMATION AGREEMENT FORM

Consent to Social Care Assessment Process

Through conversations you have had with the practitioner, they would have explained to you what a social care assessment is, why it's needed and the process. Therefore, by ticking the boxes below, you confirm that these conversations have taken place:

I consent to participating in the Adult Social Care, Care and Support assessment as explained to me

I understand that I can withdraw my consent to participating in the assessment process at any time, and that by withdrawing my consent this may affect the ability to provide me with appropriate services to meet my needs

Specifically in relation to the assessment:

I consent to family/family/friends being involved in my assessment as considered appropriate and understand that my personal health and social care information may be shared with them for the purpose of this assessment

OR

I consent to the following family/friend(s)/relative being involved in my assessment

Please give details: _____

OR

I **DO NOT** consent to any family/friend(s)/relative being involved in my assessment

OR

I consent to all/none of my personal health and social care information being shared with the individuals named above as set out below:

Please give details: _____





Signature of service user: _____

This form is called **Community Care: Sharing of Information Agreement Form.**



You can tell the social care worker about your **consent** and **choices** about sharing information.

2. Data Protection Act 2018

	<p>Thurrock Council needs to follow the law relating to sharing information. This is the Data Protection Act (DPA) 2018.</p>
	<p>DPA includes rules about how personal information is collected, stored, and used or shared with others.</p>
	<p>DPA aims to give people more control over their personal information and make sure their information is used responsibly.</p>
	<p>Thurrock Council must ask for your consent to collect information about you, to save it on their system, and share your personal information for your assessment.</p>

3. Sharing information



Personal information is usually information such as your name, date of birth, where you live, and your contact details.



It can also be information about your health, your **support needs**, information about the way you prefer to communicate, and who you get support from.



You have **rights** over the information that Thurrock Council keeps about you.



This includes a right to see your information, to correct it if it is wrong, delete it, and decide who can see it.

4. What is a sharing information form for?



To find out more about you and your life, we need to speak to other people and agencies about what they know about you.



We will only ask them about your **health and care needs**, and your **financial situation** if this is affecting you or your family's **wellbeing**.



We may also need to share the information we have about you with others when it **benefits** you or to keep you safe.



‘Sharing information’ means giving your personal information to someone else.

5. Consent

You can give your consent by signing the **Community Care: Sharing of Information Agreement Form.**



You will be asked about your views on sharing information, and whether your consent has changed each time you have a review.



You can choose what information is shared, and who you agree can see this information.



You can also choose who you do not want your information to be shared with, or any particular information you do not want to be shared.

6. Who we may speak to



You will be asked if we can speak to the following people about you:



- Social Services Departments
- General Practitioner
- Hospital Staff







- Nursing Staff
- Community Health Staff
- Friends/Relatives



- Housing Department
- Benefits Agency
- Others as relevant to your care

7. Consent to assessment

	<p>As part of your assessment, the social care worker will tell you what a social care assessment is and why it is needed.</p>
	<p>You will be asked to tick on the form that the assessment has been explained to you by the social care worker.</p>
	<p>You can withdraw your consent to participating in the assessment at any time by speaking to your social care worker or calling Thurrock First.</p>
	<p>If you withdraw your consent to participate in the assessment this may effect the ability to provide you with support.</p>



You will also be asked if you agree to other people being involved in your assessment like:



- Family
- Friends
- Carer
- Advocate
- Anyone else relevant to be involved in your assessment





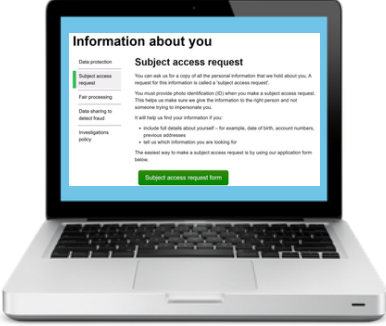

You will also be asked if information can be shared with them. This could include what care and support you receive.



There may be times when information will be shared or an assessment will need to be completed without consent. For example if there are concerns about your safety or **wellbeing**.



8. Changes and access

	<p>You do not have to agree to sharing your information, and the social care worker will record this for you.</p> <p>You have the right to change your mind at any time.</p>
	<p>You must contact the Council if you no longer give consent or want to change your wishes about consent you have already given.</p>
	<p>You can get access to your records by completing a subject access request on the internet.</p>
	<p>You can tell us if you had a bad experience, or if you are not happy with your assessment by making a complaint.</p> <p>Email: complaints@thurrock.gov.uk</p>

9. What do the green words mean?

There are words that have been changed to green in this document. The meanings of these words are listed below:

<u>Benefits</u>	A benefit is something that helps or is good for you.
<u>Complaint</u>	A complaint is when you tell someone you're unhappy with something.
<u>Consent</u>	Consent is choosing whether to say yes or no to something that involves you.
<u>Financial Situation</u>	Your financial situation is the money you receive, any benefits you receive, and how your money is used and spent.
<u>Health and Care Needs</u>	Health and care needs mean the things someone needs to stay healthy or to live well.
<u>Relevant</u>	Those who are important or involved in your life.
<u>Responsibly</u>	Responsibly in this document means handling information in a way that keeps it safe, fair, and useful.

10. What do the green words mean?

<u>Rights</u>	Are rules about how you should be treated.
<u>Stored</u>	This means information that is gathered about you is saved on our secure computer system.
<u>Subject Access Request</u>	You can request access to your information by filling in a subject access form at the below web address. https://www.thurrock.gov.uk/information-about-you/subject-access-request
<u>Support Needs</u>	Is what help you need, and what you need help with.
<u>Wellbeing</u>	Wellbeing means being comfortable, healthy, and/or happy.
<u>Withdraw</u>	Withdrawing consent means taking back permission for your information to be shared or being involved in your assessment.



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Get in touch

01375 511000

Thurrock.First@thurrock.gov.uk



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