**K-MIP RECORD OF SHARING - ONE-OFF SHARING**

**WHO?**

|  |  |
| --- | --- |
| Names of our organisation(s):  |  |
|  |
|  |

[ ]  We checked for any conflicts of interest and carried out a risk assessment if required

**WHAT?**

|  |  |
| --- | --- |
| Description of personal information we shared: |  |
|  |
|  |
|  |
|  |

[ ]  We pseudonymised some/all of the personal information that we shared

**WHEN?**

|  |  |
| --- | --- |
| Date of sharing: | Click or tap to enter a date. |

**WHY?**

1. **Purposes:**

|  |  |
| --- | --- |
| Our purposes for sharing the personal information were (list all purposes): |  |
|  |
|  |
|  |
|  |
|  |

1. Our **lawful basis** for sharing the personal information was (tick all applicable):

[ ]  The sharing is necessary because we are **carrying out a specific task in the public interest**;

[ ]  The sharing is necessary because we are **exercising our own official authority**;

[ ]  The sharing is necessary in order for us **to comply with a legal obligation** to which we are subject;

[ ]  The sharing is necessary to protect the **vital interests** of the individual(s) or another living person (this means to protect the life or physical integrity of an individual);

[ ]  The individual(s) freely **consented** to the sharing of their personal information;

[ ]  The sharing is necessary for **legitimate interests**:

|  |  |
| --- | --- |
| The legitimate interests were: |  |
| The potential impacts on the individual(s) of sharing the personal data were:  |  |
| We decided sharing the personal information was proportionate because: |  |

1. Our further lawful basis for sharing any **special category personal information** was:

[ ]  the sharing is necessary for the purposes of carrying out our obligations and exercising specific rights in the field of employment and social security and social protection law;

[ ]  the sharing is necessary for health or social care purposes;

[ ]  the sharing is necessary for reasons of public interest in the area of public health, and is carried out under the responsibility of a health professional or another person who owes the individual a duty of confidentiality;

[ ]  the sharing is necessary for archiving purposes, scientific or historical research purposes or statistical purposes and is in the public interest;

[ ]  the sharing is necessary for the exercise of a function conferred on us by an enactment;

[ ]  the sharing relates to personal information which are manifestly made public by the individual;

[ ]  the sharing is necessary for the establishment, exercise or defence of legal claims;

[ ]  the sharing is necessary for reasons of substantial public interest, and we have an appropriate policy document in place (i.e. a policy document that is reviewed regularly and explains how we will comply with the data protection principles and our policies for retention and erasure of personal information), and one of the following conditions applies:

[ ]  the sharing is necessary for the exercise of a function conferred by an enactment;

[ ]  the sharing is necessary for the administration of justice;

[ ]  the sharing is necessary for equal treatment monitoring;

[ ]  the sharing is necessary to prevent or detect unlawful acts, including an unlawful failure to act;

[ ]  the sharing is necessary to protect the public against dishonesty, malpractice or other serious improper conduct;

[ ]  the sharing is necessary to prevent fraud;

[ ]  the sharing is necessary for certain disclosures made under the Terrorism Act 2000 and the Proceeds of Crime Act 2002;

[ ]  the sharing is necessary for the provision of confidential counselling, advice or support services.

1. Our basis for sharing any **personal information concerning criminal convictions and/or offences** was:

[ ]  the sharing is necessary to protect the vital interests of an individual ( this means to protect the life or physical integrity of an individual);

[ ]  the sharing is necessary for (i) any legal proceedings; (ii) obtaining legal advice; or (iii) establishing, exercising or defending legal rights;

[ ]  the sharing is necessary for reasons of substantial public interest, and we have an appropriate policy document in place, and one of the conditions below applies:

[ ]  the sharing is necessary for the exercise of a function conferred by an enactment;

[ ]  the sharing is necessary for the administration of justice;

[ ]  the sharing is necessary for preventing or detecting unlawful acts;

[ ]  the sharing is necessary for equal treatment monitoring;

[ ]  the sharing is necessary to prevent or detect unlawful acts, including an unlawful failure to act;

[ ]  the sharing is necessary to protect the public against dishonesty; or malpractice or other serious improper conduct;

[ ]  the sharing is necessary to prevent fraud;

[ ]  the sharing is necessary for certain disclosures made under the Terrorism Act 2000 and the Proceeds of Crime Act 2002;

[ ]  the sharing is necessary for the provision of confidential counselling, advice or support services.

1. **Alternatively**, oursharing was carried out under an **exemption**:

[ ]  the sharing was necessary for the purposes of preventing or detecting crime, the apprehension or prosecutors of offenders or the assessment of tax or duty;

[ ]  the sharing was necessary for the purposes of maintaining effective immigration control, or the investigation or detection of activities that would undermine the maintenance of effective immigration control;

[ ]  the sharing was required by an enactment, rule of law or court/tribunal order;

[ ]  the sharing was necessary for the purposes of actual or prospective legal proceedings, or obtaining of legal advice or establishing, exercising or defending legal rights;

[ ]  the sharing was necessary for discharging our functions protecting the public in relation to financial loss, harm by persons authorised to carry on any profession or other activity;

[ ]  the sharing was necessary for discharging our functions protecting charities and community interest companies and their property from mishandling;

[ ]  the sharing was necessary for discharging our functions protecting the public from maladministration and failures by a public body;

[ ]  the sharing was necessary for discharging our functions regulating anti-competitive behaviour;

[ ]  the sharing was necessary because we are discharging specific regulatory functions relating to legal services, the health service and children’s services (but are not related to our own complaints handling functions).