**Information Management Responsibilities for Managers During COVID-19**

You may now have redeployees or volunteers as well as your usual team, and are likely to be carrying out more and/or different tasks to your usual role. To help protect our residents and staff, we’ve listed the key actions to take to protect personal data when working from home in our one-page **COVID 19 - Advice When Working from Home**.

Please make sure you, your staff and volunteers have read this. Raise any questions with the Information Management Team via data.protection@barnet.gov.uk if anything is unclear or you have a specific concern. IMT is here to support you during this period and we will answer you quickly.

**Sharing personal data**

Sharing personal data between council services and our partners is extremely important in our work to minimise impact from the pandemic. **The council is able to share personal data to keep our essential services running and respond to COVID-19, and therefore consent from individuals is not required for this work.** However, there are still actions we need to take to share information properly and carefully.

There is a new, **COVID-19 Information Sharing Agreement template** (one-page), for information sharing for COVID-19 purposes. This template is available from IMT, as we are unable to update the intranet at this time.

Remember that you should:

* only share the minimum amount of personal data necessary; anonymise where you can.
* only share data with those who need it.
* check before sending that you have the correct person/address/email address.
* transfer personal data securely
* keep a record of what has been shared and with whom (the new, short template helps you to do this).

If something feels excessive from the public’s point of view, then it probably is. Speak to the Information Management Team if you’re not sure. We will answer you quickly.

**Data breach incidents**

As always immediately tell the Information Management Team data.protection@barnet.gov.uk if someone working for you (staff, redeployed staff or volunteers) reports a potential data breach incident.

With the new working practices, reporting incidents allows us to manage risk and make changes quickly if necessary to improve how things are being done. The aim is to protect our vulnerable residents and provide staff with confidence in carrying out their work.