

CISS Information Sharing

4 STEPS

Step 1: Who is requesting the information?

Is the requester an ISE (Information Sharing Entity)?

Examples: Child Protection, Victoria Police, Health Services, Maternal Child Health Nurses, Kindergartens.

✓ Yes → Proceed to Step 2

✗ No → Information cannot be shared under CISS

Step 2: What information can you share?

An ISE can share confidential information relevant to promoting the safety and wellbeing of a child or group of children.

This includes sensitive, personal, and health information, such as: Case notes, observations, assessments, contact details, service engagement history, etc.

Only share relevant information that promotes child safety and wellbeing.

Step 3: Determine the purpose of sharing

Confirm that the information is being shared to promote the safety and wellbeing of children.

Ensure that the information will assist the receiving organisation in providing a service related to a child.

Verify that the information is not excluded, meaning it does not:

- Endanger a person's life or physical safety.
- Prejudice an investigation or coronial inquiry.
- Contravene legal professional privilege.
- Contravene a court order or law.

Step 4: Can the information be shared?

✓ If all conditions in Step 3 are met.

Proceed to share information under the CISS.

✗ If conditions are not met.

Do not share the information.



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