Tool 5 - Information Sharing Protocol Template

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| **XXXX Information Sharing Protocol** |

All XXXX members agree to the terms of this Information Sharing Protocol as a condition of their membership and/or engagement with XXXX.

***Confidential Information Sharing***

XXXX members agree to share information on security-related issues with [*position/group*] and with the wider XXXX membership, on the understanding that XXXX will take agreed measures to anonymise this information to the extent necessary.

This may entail, among other things, a) removing all names and identifiers such as location from the information; b) removing all email addresses; and c) in certain cases, collating this information with other similar information to make it anonymous.

The criteria for deciding whether the information is to be anonymised are as follows:

* + has the person who passed on the information requested that the information be made confidential?
  + does it contain incriminating information (e.g. causes reputational risk)?
  + does it contain information that could put people’s lives at risk?

Areas for information sharing include, but are not limited to:

* incident reports and details.
* analysis of the operating context.
* procedures and contingency planning documents.
* training events and other support activities.

All XXXX members agree that they will disseminate the information they receive, through XXXX emails, incident alerts, online group chat, or XXXX events, respectfully and discreetly.

All information shared by members is shared under Chatham House Rules, meaning that participants are free to use the information received, but neither the identity nor the affiliation of the individual(s), nor that of any other participant, may be revealed.

If a member realises that information has inadvertently been shared incorrectly they must notify [*position/group*] immediately in order that action can be taken.

If a breach in the confidentiality of information is identified (rather than self-reported) the [*position/group*] will investigate it. The [*position*/*group*] will then decide on appropriate action to be taken, for example, a warning letter for an accidental breach or removal of information privileges from the member in cases of deliberate misuse.