

## **GUIDING PRINCIPLES FOR INFORMATION AND DATA SHARING**

### **INTRODUCTION**

The Council of Australian Therapeutics Advisory Groups (CATAG) is an authoritative, expert, consensus-based collaboration of representatives from all Australian State and Territory Therapeutics Advisory Groups or their jurisdictional committee equivalents.

CATAG aims to standardise and improve medicines use primarily (but not exclusively) in the hospital sector across Australia through:

- information sharing;
- advice;
- advocacy activities.

### **PURPOSE**

The purpose of this Guidance is to facilitate and encourage collaboration and the sharing of information and data about medicines to improve the knowledge and understanding of their use in Australia while protecting the interests of the information and data owner(s), CATAG members, CATAG and other relevant parties.

### **SCOPE**

Each member of CATAG is different in its organisation, structure, locally-based affiliations and accountability. In this context, these Guiding Principles aim to provide standards by which CATAG and CATAG members are able to collect and share data and information in a responsible manner.

### **PRINCIPLES**

- Sensitivity. The sensitivity of information disclosed should be assumed to be protected and not for public disclosure, even if the information is public within the member's jurisdiction.
- Confidentiality. Information of a confidential nature will not normally be disclosed, but should be clearly marked "Confidential" in the event of this occurring. Confidential information must not be passed to a third party outside the immediate membership of CATAG and its member committees unless written consent is obtained.
- Criticality. The criticality (i.e. potential for risk to the organisation) of information that is disclosed should only be at a low level. Disclosure of information with a medium or high criticality must be approved by an appropriate authority within the member's jurisdiction.

### **RESPONSIBILITIES OF CATAG MEMBERS**

CATAG members undertake to -

- Abide by the policies, procedures and other requirements that apply within their jurisdiction;
- Obtain information and data that is accurate and correct, without providing any warranty as to the accuracy or correctness;

- Submit information in the format requested;
- Submit information within the timelines requested by CATAG, or advise CATAG that it is unable to respond in the requested time frame or has no response;
- Not to provide information or data that is restricted (eg due to confidentiality or sensitivity) or may be potentially detrimental to its stakeholders;
- Make it known to CATAG, the nature of additional conditions or restrictions that are applied to any information or data being shared;
- Acknowledge the owners or providers of data and information, where appropriate;
- Individual patients should never be directly or indirectly identified and prescribers should only be identified if needed and prescriber consent is obtained;
- Retain, store and dispose of data and information in accordance with local requirements.

#### **RESPONSIBILITIES OF CATAG**

CATAG (acting on behalf of its members) undertakes to

- Provide a statement of purpose for each request, detailing the nature of information or data required (eg a standard data template), the timelines for the request; how the information will be managed - including how the information will be used, processed, reported or published;
- State at the time of information and data collection, the extent or hierarchy of reporting and distribution of results. For example, reports could be restricted to CATAG meetings; CATAG and jurisdictional members; contributing hospitals, departments and agencies; public or member's section of the CATAG web site etc;
- State if the information is collected for an external agency, such as DUSC, the PBAC or TGA, and the purpose of this request;
- State or obtain permission from the relevant parties to circulate more widely or make public the results of any request, for example through publication in printed, electronic or other media including presentation at a meeting or conference;
- Acknowledge the sources of the information, where appropriate;
- Provide information to external parties only where those parties accept the principles and conditions required by CATAG for the provision, use and disclosure of information;
- Be responsible for the secure retention, storage and disposal of the data and information in its possession, and protect from misuse.