



# Harmony in Sharing: Our Commitment to Collaborative Music Services

## Introducing the Swindon Music Service Information Sharing Charter

In March 2025, the Swindon Music Service took a significant step forward by developing a comprehensive Information Sharing Charter designed to enhance our collaborative approach to music education and community services across Swindon and Wiltshire.

### Our Vision

Our Information Sharing Charter represents our commitment to:

- Delivering integrated, high-quality music services that meet community needs
- Ensuring efficient and cost-effective service provision
- Protecting individual privacy while fostering meaningful collaboration

### Key Principles

We recognise the delicate balance between information sharing and individual privacy. Our charter is carefully crafted to:

- Comply with legal requirements, including the Care Act 2014 and Caldicott Principles
- Support the Better Care Fund's objectives
- Protect the rights and confidentiality of every individual we serve

### Collaborative Development

The charter has been developed in close consultation with the charity's Board of Trustees. This collaborative approach ensures a comprehensive, well-considered framework for information sharing.

### Personal Information Sharing Agreement (PISA)

Accompanying our charter is a standard Personal Information Sharing Agreement that clearly outlines:

- The purpose of information sharing
- Legal foundations
- Frequency of data exchange
- Formal authorisation procedures

## Join Our Musical Community

We invite your organisation to become a partner in this innovative initiative. By signing our approval form, you will:

- Gain access to shared universal resources
- Benefit from quality assurance in partnership information sharing
- Contribute to a more integrated, responsive music service

## Next Steps

1. Review the attached Information Sharing Charter
2. Complete the approval form
3. Identify a lead contact for your organisation

**Together, we can create a harmonious, supportive musical ecosystem that serves our entire community.**

*To join or learn more, please contact: Swindon Music Service [pclark@smscio.co.uk](mailto:pclark@smscio.co.uk)*

**SIGNED** .....on behalf of whole organisation

Print name

Position

Date

**The nominated lead for Information Governance who will act on our behalf through delegated authority is:**

Print

name

Position

Email

**Please return the signed document to [admin@smscio.co.uk](mailto:admin@smscio.co.uk)**