

INFORMATION SHARING AGREEMENT



INFORMATION SHARING AGREEMENT (ISA)

BETWEEN

Hampshire Constabulary

AND

Winchester Churches Nightshelter

Version 1.0

Date Agreement comes into force:	22/11/2018
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1. INTRODUCTION

- i. Hampshire Constabulary are committed to tackling Crime and Disorder and safeguarding citizens across Winchester and work, on a regular basis, with members of Winchester Churches Nightshelter in order to make Winchester safer.
- ii. This agreement is designed to facilitate the lawful exchange of information in order to support partnership working between Hampshire Constabulary and Winchester Churches Nightshelter for the purposes of evaluating the mental health and behaviour of a data subject and to assess their suitability to reside at supported properties.
- iii. This agreement should also be used to further clarify any current arrangements.
- iv. The disclosures originating from this Agreement will comply with The General Data Protection Regulations (GDPR) (2016/679), the Data Protection Act 2018 and all applicable laws and regulations relating to the processing of personal data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner's Office (ICO). The schedules form part of this agreement and shall have effect as if set out in full in the body of this agreement.

2. PURPOSE

- i. This agreement sets out the framework for the sharing of personal data between the parties. It defines the principles and procedures that the parties shall adhere to and the responsibilities the parties owe to each other.
- ii. This agreement is in place to inform the reasons and methods of sharing, sharing for other purposes and other information is not covered by this agreement.
- iii. The purpose of this agreement is to enable action to be taken against crime and anti-social behaviour within the local authority area. It will incorporate measures aimed at:
 - Facilitating a coordinated approach that targets crime and anti-social behaviour.
 - Facilitating the collection and exchange of relevant information
- iv. The role of Nightshelter is to provide safe and secure accommodation for people that are homeless. In order to establish and ascertain the suitability of applicants, Nightshelter conduct an appropriate risk assessment on the service user, staff and the local community. Most applicants will be interviewed to assess their suitability. However, it is not possible to interview every applicant, so therefore Nightshelter rely on information from other agencies. This agreement outlines when information from police systems may be shared in order to support that risk assessment.
- v. Data can only be used for the purpose shared and cannot be shared to third parties without written permission. Information that may prejudice an ongoing investigation will not be shared unless there is an overriding safety requirement.

3. STATUTORY POWERS TO PROCESS PERSONAL DATA

- i. The principle legislative instruments that provide powers to lawfully share information under this agreement are:

- ii. **Code of Practice on the Management of Police Information (MoPI) 2005:**

4.8. Sharing of police information outside the UK police service:

“Chief Officers may arrange for other persons or bodies within the UK or overseas to receive police information where the chief officer is satisfied that it is reasonable and lawful to do so for the purposes set out at Section 2.2.2. In deciding what is reasonable, chief officers must have regard to any guidance issued under this Code.”

- 2.2.2. For the purposes of this Code, police purposes are:
 - Protecting life and property,
 - Preserving order,
 - Preventing the commission of offences,
 - Bringing offenders to justice, and
 - Any duty or responsibility of the police arising from common or statute law.
- iii. There are other pieces of legislation that place powers or duties to share information on public authorities – this list is not meant to be exhaustive. All information sharing must be conducted in accordance with one or more of the legal powers / duties.
 - iv. Each party shall ensure that it processes the Shared Personal Data fairly and lawfully and ensure that it processes the Shared Personal Data on the basis of a lawful basis.
 - v. **Sharing personal data for the Law Enforcement Purpose (under Part 3 of the Data Protection Act 2018):**

Where the sharing of personal data is between the Hampshire Constabulary and other Competent Authorities (as defined by Schedule 7 of the Data Protection Act 2018) for any of the Law Enforcement purposes (prevention / investigation / detection / prosecution of criminal offences, execution of criminal penalties, safeguarding against and preventing threats to public security) the following lawful basis applies for the processing of special categories of personal data:

- A function conferred by enactment or rule of law, necessary in the substantial public interest.

- vi. **Sharing personal data under the General Data Protection Regulation (under Part 2 of the Data Protection Act 2018):**

Where the sharing of personal data is between the Hampshire Constabulary and other Non-Competent Authorities; or the sharing is for a non-Law Enforcement Purpose, the following lawful bases apply for the processing of personal data:

Personal Data:

- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the parties.

Special categories of personal data and for non-Competent Authorities to process criminal data:

- Safeguarding children and adults at risk

4. PROCESS

This agreement has been formulated to facilitate the exchange of information between partners. It is, however, incumbent on all partners to recognise that any information shared must be justified on the merits of each case.

4.1 THE AGREEMENT

- i. This ISA applies to any personal or confidential information, irrespective of the medium in which it is held e.g. paper based, electronic, images or disc. Legal advice on this agreement should be sought in any case of doubt. It should be applied while following established and agreed processes within the signatory organisations.
- ii. By signing up to this agreement, signatories are committed to a positive approach to information sharing, and agree to meet the outlined commitments and processes.
- iii. It is the responsibility of each signatory to ensure that:
 - Information shared is in accordance with the law
 - Appropriate staff training and awareness sessions are provided in relation to this agreement, and that their organisation abides by the Golden Rules for information sharing (see **Appendix A**)
 - Information is shared responsibly and in accordance with professional and ethical standards
 - Any restrictions on the sharing of the information contained in the disclosure, in addition to those contained within this agreement, should be clearly noted. Information exchanges and refusals are recorded in such a way as to provide an auditable record.
 - Each partner must appoint a Single Point of Contact (SPoC). The sharing of information must only take place where it is proportionate, necessary and legally justified.
 - Requests and replies may be communicated via e-mail should the recipient subscribe to an encrypted email server (pnn, gsi, cjsm, nhs.net and gcsx).
 - This agreement does not give agencies an automatic right to receive or provide information. It is a process for information sharing in cases in where it is suitable to do so.
 - Hampshire Constabulary may request a copy of the partner's information security policy (where it exists) when sensitive personal data is to be shared.
 - This agreement may be published on the Hampshire Constabulary external websites for the purposes of openness regarding information sharing within the Constabulary.

4.2 HOW / WHAT INFORMATION WILL BE SHARED

- i. The Constabulary will share :
 - Offending history if relevant to specific issues like sexual offences, drug/alcohol misuse, or other behaviour that may impact on local residents, service users, or staff at Nightshelter. This can include relevant details from the Police National Computer (PNC) and where appropriate intelligence from Police databases.
 - Medical condition information or next of kin details when dealing with a suicide attempt.

- Previous conditions – these could be of a significant nature due to the seriousness of the crime or if committed recently, show a concerning pattern of offending behaviour that may impact on the local community or other residents.
 - Associates – if they are relevant to the premises.
 - Intelligence – if this corroborates criminal tendencies or shows an issue that may be of particular relevance to other Winchester Churches Nightshelter residents or the wider community.
- ii. The listed signatories will share:
- Personal data – particularly in relation to the interview conducted by Nightshelter staff, as the nature of the questions asked will refer to the applicant's family history, motivations for offending, and other factors.
 - CCTV footage when necessary and relevant to a police enquiry into crime and disorder matters.

4.3 CONSTRAINTS ON THE USE OF INFORMATION

- i. Any data will only be used for the specific purpose for which it is shared, and recipients will not release information to any third party without obtaining the express written authority of the disclosing partner, including requests from the public, disclosure within judicial proceedings and safeguarding forums.
- ii. All information that is disclosed under this agreement remains the property of the original data owner.
- iii. Information will not be shared where disclosure would prejudice ongoing criminal proceedings unless there is an overriding safety requirement to do so.
- iv. This Agreement does not constitute an overarching permission for the broad, comprehensive or unchallenged sharing of Personal Data. It provides a framework for the sharing of Information which aligns with the objectives set out below.

4.4 RESTRICTIONS ON INFORMATION SUPPLIED

- i. Personal data will only be used for the specific purpose for which it was obtained.
- ii. The recipient of the information is required to store records securely utilising current processes and should retain only as long as necessary. They should be securely destroyed after two years. Files containing information from partner sources will be reviewed and deleted in line with Force policy.

4.5 REVIEW OF THE INFORMATION SHARING AGREEMENT

- i. This ISA will be reviewed, as a minimum, six months after its implementation and every one year thereafter. The ISA should always be reviewed if listed signatory organisations change. Any changes will be signed and verified by the Joint Information Management Unit.

5. BREACHES

- i. Any breaches of security, confidentiality or other violations of shared data must be reported to the owning agency as soon as possible and in any case within 24 hours.
- ii. Any breach of information by a signatory partner is their responsibility. Each agency is accountable for any misuse of information supplied and the consequences of such misuse. Any disclosure of information by an employee made in bad faith, or for motives of personal gain, will be the subject of an internal inquiry and be treated as a serious matter.
- iii. The parties shall provide reasonable assistance as is necessary to each other to facilitate the handling of any data security breach. In the event of a dispute or claim brought by a data subject or the Data Protection Authority concerning the processing of Shared Personal Data against either or both parties, the parties will inform each other about any such disputes or claims, and will cooperate with a view to settling them amicably in a timely fashion.

6. SIGNATURES

- i. All agencies that are part of the information sharing process will be, upon signing this agreement, bound to comply with its terms.
- ii. Breaches of this agreement will lead to a review and possible termination of this agreement (including the destruction of all previously shared information).
- iii. Hampshire Constabulary Information Management and Information Security Teams will be granted reasonable access to undertake an audit to ensure compliance with this agreement. The signatory can exercise its right under this agreement to audit compliance in relation to its own information shared with the Constabulary.
- iv. Any signatory to this agreement may withdraw on giving written notice to the other Signatories. The withdrawing signatory will be bound to comply with those relevant terms of this agreement, which remain effective following withdrawal.
- v. Where the Chief Executive or Director leaves the organisation, it is not a requirement to re-sign the ISA. If a signatory changes, contact details of the new SPoC must be circulated in writing to all parties.

APPENDIX A: GOLDEN RULES FOR INFORMATION SHARING

- Confirm the identity of the person you are sharing with
- Obtain consent to share if safe, appropriate and feasible to do so
- Confirm the reason the information is required
- Be fully satisfied that it is necessary to share
- Check with a manager/specialist or seek legal advice if you are unsure
- Do not share more information than is necessary
- Inform the recipient if any of the information is potentially inaccurate or unreliable
- Ensure that the information is shared safely and securely
- Be clear with the recipient how the information will be used
- Record what information is shared, when, with whom, and why; and if you decide not share record your reason.