

INFORMATION SHARING AGREEMENT



INFORMATION SHARING AGREEMENT (ISA)

BETWEEN

Hampshire Constabulary

AND

**Totton Pub Watch
Version 1.0**

Date Agreement comes into force:

August 2018

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1. INTRODUCTION

- i. The Police are committed to tackling Crime and Disorder and safeguarding citizens across Totton and work, on a regular basis, with members of Totton Pubwatch in order to make Hampshire Constabulary safer and provide a framework for action.
- ii. The purpose of this agreement is to facilitate the lawful exchange of information and, primarily for Hampshire Constabulary to assist the Totton Pubwatch scheme and associated licensed premises by sharing Police photos and information when appropriate to do so. This will enable action to be taken against crime and anti-social behaviour within the local authority area, by identifying individuals who commit offences and disorder at or linked to licensed premises or those whose actions could be considered unsuitable to visit licensed premises. This agreement will therefore incorporate measures aimed at:
 - Facilitating a coordinated approach that targets crime and anti-social behaviour.
 - Facilitating the collection and exchange of relevant information
- iii. This agreement should also be used to further clarify any current arrangements.
- iv. The disclosure stemming 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 Hampshire Constabulary as the data controller and Totton Pubwatch as the processor. 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. 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: (provide act section and relevant wording)

The Data Protection Act 2018 under the **General Data Protection Regulations 2018 Article 6(1) (e) which is in support of** processing [that] is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. HC processes personal information in accordance with this Act, which exists to ensure the fair and lawful use of personal data and to protect the rights of the data subject. The Act provides exemptions to some of its provisions if complying with them will prejudice the protection/detection of crime and the apprehension and prosecution of offenders. The Act also requires HC to comply with the following principles when processing personal data:

- Fairly and lawfully processed
- Being processed for specified and lawful purposes and not in any manner incompatible with those purposes
- Adequate, relevant and not excessive
- Accurate and where necessary, up to date
- Not kept for longer than is necessary
- Being processed in accordance with individuals rights
- Secure
- Not to be transferred to countries outside the EU

The Human Rights Act 1998: Hampshire Constabulary as a public authority, has a duty to act in compliance with the Act. Article 8 states that everyone has a right to respect for private and family life, home and correspondence by a public authority. Interference of this right by HC is not in contravention of the Act if it is in accordance with the law and is necessary, justified and proportionate in a democratic society in the interests of:

- Public Safety;
- National Security;
- Prevention of crime and disorder;
- Protecting the rights and freedoms of others.

- ii. 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.
- iii. 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.
- iv. 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 police 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; or

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

- Preventing/detecting unlawful acts

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.

- i. The Police will appoint a disclosure officer to be the Single Point of Contact (SPOC) for Totton Pubwatch.

For the Police to disclose any information to Totton Pubwatch, the following criteria will need to be fulfilled:

- ii. The incident linked to the ban request MUST be recorded on a Police recognised computer system.
- iii. There should be sufficient grounds to suspect the person's involvement in the act for which they have been banned.
- iv. The type of incident MUST justify disclosure of the material. For example, violence, drugs, sexual offences, theft and public order offences; linked to alcohol or licensed premises.
- v. The release of Police data shall NOT be limited to persons who have been charged, cautioned or positively disposed of in any other way. The decision to disclose shall be based on all relevant factors in the Police material relating to the incident and to be in the interests of public safety and preventing crime and disorder.
- vi. The person put forward for a Pubwatch ban MUST be aged 18 years or over for a photo to be released by the Police.
- vii. In order to comply with the fairness principle under the Data Protection Act 2018, the subject MUST be informed by Police of the disclosure of their details to the scheme. Therefore Police will give written notice of this disclosure to the subject.
- viii. If after a person is banned and material has been released by Police, evidence comes to light that the person was not involved or their involvement was acceptable, the disclosure officer should seek to retrieve the disclosed information and photograph and ensure the information is no longer available for use (this will not prevent the person remaining 'banned' as this will be a decision for Totton Pubwatch). Similarly, any other error identified with the accuracy of a disclosure should be notified to Totton Pubwatch at the earliest opportunity.
- ix. If during the term of the Pubwatch ban or subsequent year on the warning list, the subject's appearance changes significantly, it is acceptable for the Police to provide Totton Pubwatch with an updated photo, if the Police possess one.
- x. The Police SPOC can, if invited, attend each Totton Pubwatch committee meeting to facilitate the process however will not contribute to any decisions made when considering ban requests.
- xi. It is the responsibility of Totton Pubwatch to ensure that its current members are aware of the terms and requirements of this information sharing agreement. As such a mechanism should be in place to ensure that new licensed premises managers (designated premises supervisors) of member premises become aware of the requirements rather than relying on cascade information from previous managers.

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.
 - The Police 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 Police.

4.2 HOW / WHAT INFORMATION WILL BE SHARED

- i. The Police will only share :
 - A Police custody photograph
 - The subject's name
 - The subject's age

- ii. How and how often:

The material provided by Hampshire Constabulary WILL be delivered to Totton Pubwatch by hand. E-mail shall not be used unless there is a secure e-mail link in existence between the parties involved. Information will be shared when appropriate, as and when required.

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 or returned after 2 years if running a warning list and 1 year if not. 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, 6 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. The Police 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 Police.
- 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.