

# INFORMATION SHARING PROTOCOL

## SUMMARY SHEET



Title of Agreement		Safer Basildon Partnership Information Sharing Protocol			
Responsible Authority:	Head Office Address	Phone	Email	Named Data Protection Officer	ICO Notification reference
Basildon Borough Council	The Basildon Centre St Martin's Square Basildon Essex, SS14 1DL	01268 533333	<a href="mailto:communitysafety@basildon.gov.uk">communitysafety@basildon.gov.uk</a>		Z5361180
Essex Police	Local Policing Area South (Basildon) Great Oaks Basildon Essex, SS14 1EJ		<a href="mailto:steve.parry@basildon.gov.uk">steve.parry@basildon.gov.uk</a>		Z4883472
Essex Community Rehabilitation Company	3 <sup>rd</sup> Floor, Victoria House Victoria Road Chelmsford CM1 1JR		<a href="mailto:carolyn.butlin@sodexojustice.scc.gsi.gov.uk">carolyn.butlin@sodexojustice.scc.gsi.gov.uk</a>		ZA058886
National Probation Service	South East and Eastern Division		<a href="mailto:Shirley.Kennerson@justice.gov.uk">Shirley.Kennerson@justice.gov.uk</a>		Z5679958

	South Essex Delivery Unit Carraway House, Durham Road Laindon, Basildon Essex, SS15 6PH				
Essex County Council	County Hall Market Road Chelmsford Essex, CM1 1QH		<a href="mailto:informationgovernanceteam@essex.gov.uk">informationgovernanceteam@essex.gov.uk</a>		Z6034810
Essex Fire and Rescue Service	Headquarters Kelvedon Park Rivenhall Witham Essex, CM8 3HB		<a href="mailto:craig.mclellan@essex-fire.gov.uk">craig.mclellan@essex-fire.gov.uk</a>		Z5349761
Basildon and Brentwood Clinical Commissioning Group (CCG)	Phoenix Court Christopher Martin Road Basildon Essex, SS14 3EZ		<a href="mailto:william.guy@nhs.net">william.guy@nhs.net</a>		ZA007615

### Version Control

<b>Date Agreement comes into force</b>	November 2017
<b>Date of Agreement review</b>	January 2019
<b>Date of next review</b>	January 2020
<b>Agreement owner (Organisation)</b>	Basildon Community Safety Partnership
<b>Agreement drawn up by (Author(s))</b>	Kaylie Hopcroft
<b>Status of document – DRAFT/FOR APPROVAL/APPROVED</b>	APPROVED
<b>Version</b>	1.1

# Whole Essex Information Sharing Framework

This Information Sharing Protocol is designed to ensure that information is shared in a way that is fair, transparent and in line with the rights and expectations of the people whose information you are sharing.

This protocol will help you to identify the issues you need to consider when deciding whether to share personal data. It should give you confidence to share personal data when it is appropriate to do so, but should also give you a clearer idea of when it is not acceptable to share data.

Specific benefits include:

- transparency for individuals whose data you wish to share as protocols are published here;
- minimised risk of breaking the law and consequent enforcement action by the Information Commissioner’s Office (ICO) or other regulators;
- greater public trust and a better relationship by ensuring that legally required safeguards are in place and complied with;
- better protection for individuals when their data is shared;
- increased data sharing when this is necessary and beneficial;
- reduced reputational risk caused by the inappropriate or insecure sharing of personal data;
- a better understanding of when, or whether, it is acceptable to share information without people’s knowledge or consent or in the face of objection; and reduced risk of questions, complaints and disputes about the way you share personal data.

Please ensure all sections of the template are fully completed with sufficient detail to provide assurance that the sharing is conducted lawfully, securely and ethically.

Item	Name/Link /Reference	Responsible Authority
<a href="#">Privacy Impact Assessment</a>		
Supporting Standard Operating Procedure		
Associated contract		
Other associated supporting documentation		

Published Information Sharing Protocols can be viewed on the [WEISF Portal](#).

1.	Purpose	REFERENCES
	<p>The purpose of this protocol is to facilitate information sharing between signatory partners in the implementation of the Safer Basildon Partnership Strategy.</p> <p>Information sharing assists signatory partners to effectively prevent, detect and reduce crime, disorder and anti-social behaviour throughout the Basildon Borough. It is however, incumbent on all signatory partners to recognise that any information shared must be justified on the merits of each case.</p> <p>Information sharing between signatory partners is an integral part of achieving reductions in crime, re-offending and anti-social behaviour as outlined in any crime detection or reduction strategy, as it enables informed decision making and subsequent action to achieve the strategy's objectives. However, signatory partners also have a legal duty to protect the rights of those individuals who may be affected by information sharing, hence the need for up to date, consistent and valid information sharing protocols.</p> <p>This information sharing protocol aims to facilitate the transparent exchange of crime and disorder data that is necessary, relevant, and proportionate and within the existing legislative information sharing framework between all signatory partners within the Safer Basildon Partnership.</p> <p>This protocol provides a range of benefits to all signatory partners enabling them to:</p> <ul style="list-style-type: none"> <li>• improve their effectiveness in tackling crime, disorder, anti-social behaviour, re-offending and hidden harms in the Basildon Borough;</li> <li>• do all that they reasonably can to reduce and prevent crime, disorder, re-offending, anti-social behaviour in the Basildon Borough;</li> <li>• reduce and prevent incidents of violent crime in the Basildon Borough, particularly those incidents that may be caused or linked to drug and alcohol misuse and gang related activity;</li> <li>• reduce and prevent incidents of domestic abuse, sexual abuse, child sexual exploitation and other violent crimes committed against the most vulnerable members of the Basildon Borough community;</li> <li>• help make the community feel assured and safe, in the knowledge that appropriate and timely information sharing between signatory partners is embedded in processes, which could lead to the potential for crimes being prevented, that may otherwise have occurred without appropriate information sharing.</li> </ul>	<p>GDPR Go to article 5</p>

## 2. Information to be shared

GDPR  
Go to articles  
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Signatory Partner:	Information Shared:
Essex Police	<ul style="list-style-type: none"> <li>• Incidents of:               <ul style="list-style-type: none"> <li>○ Anti-social behaviour</li> <li>○ Transport incidents</li> <li>○ Public safety/welfare incidents</li> <li>○ Burglary</li> <li>○ Criminal Damage</li> <li>○ Drug offences</li> <li>○ Fraud and forgery</li> <li>○ Robbery</li> <li>○ Sexual offences</li> <li>○ Theft and handling stolen goods</li> <li>○ Violence against a person</li> <li>○ Child exploitation – high risk cases</li> <li>○ Domestic Abuse</li> <li>○ Gangs and County Lines</li> <li>○ Organised Crime Groups</li> <li>○ Prison Release</li> <li>○ Restorative Justice monthly performance summary</li> </ul> </li>   <li>• Critical incidents such as high risk missing persons including photos of missing people and return interviews;</li> <li>• Relative information relating to known persons identified as having links to gang activity, violence, drugs, anti-social behaviour and other criminal activity;</li> <li>• Details of enforcement activity including but not limited to warrants executed, arrests;</li> <li>• Monthly Performance Summary;</li> <li>• Daily Hub Tasking phone call detailing overnight incidents, high interest incidents, planned work;</li> <li>• Commissioned profiles/reports relevant to Partnership priorities e.g. problem profiles, information regarding a specific location or crime type;</li> <li>• Thematic Assessments relevant to agencies priorities.</li> </ul>

<p><b>Basildon Borough Council</b></p>	<ul style="list-style-type: none"> <li>● Incidents of: <ul style="list-style-type: none"> <li>○ Anti-social behaviour</li> <li>○ Hate Crime</li> <li>○ Domestic Abuse</li> <li>○ Child and Adult Safeguarding concerns</li> <li>○ Drug offences</li> <li>○ Rough sleeping</li> <li>○ Environmental Anti-Social Behaviour e.g. Fly tipping, Graffiti</li> <li>○ Criminal Damage</li> <li>○ Theft and Handling of stolen goods</li> <li>○ Cuckooing</li> </ul> </li> </ul> <p>(As reported by members of the public or identified by the local authority)</p> <ul style="list-style-type: none"> <li>● Intelligence related to known problem premises or locations linked to gang activity, drug or alcohol misuse or anti-social behaviour;</li> <li>● Enforcement activity and powers utilised on known individuals or premises including but not limited to closure orders, injunctions, evictions, Criminal Behaviour Orders, Community Protection Warnings and Community Protection Notices;</li> <li>● Required tenant information to support partner activity and intelligence gathering;</li> <li>● Intelligence related to known hotspot or vulnerable locations;</li> <li>● Relevant tenancy information required for ASB Case Reviews including but not limited to – tenants details, behaviour, open/closed cases;</li> <li>● Relevant tenancy information required for cases referred to monthly Problem Solving Group meetings such as tenant details, behaviours, cases (open/closed), enforcement, cuckooing, breaches, associations;</li> <li>● Relative information relating to those tenants identified as having links to gangs, violence and other criminal activity.</li> </ul>	
<p><b>Essex County Fire and Rescue Service (ECFRS)</b></p>	<ul style="list-style-type: none"> <li>● Deliberate primary fires</li> <li>● Deliberate primary fires in vehicles</li> <li>● Deliberate secondary fires</li> <li>● Incidents of violence against employees of the fire and rescue</li> <li>● Malicious false alarms to the fire and rescue service</li> </ul>	

<p><b>Essex Community Rehabilitation Company (CRC)</b></p>	<ul style="list-style-type: none"> <li>• Number of low and medium risk Basildon offenders being supported through the Integrated Offender Management Scheme (IOM) including – <ul style="list-style-type: none"> <li>○ Re-offending rates</li> <li>○ Number of IOM offenders engaging, recalled or in prison</li> </ul> </li> <li>• Relative information relating to those offenders identified as having links to gangs, ASB, violent crime and burglary including level of engagement, adherence to license conditions;</li> <li>• Relevant information on clients being supported by these services in order to implement any multi agency working and to assess and manage risk, this includes but is not limited to: <ul style="list-style-type: none"> <li>○ Personal details: Name, Address, DOB, Gender, Ethnicity, CRO Number, OM Details, License or other conditions of bail</li> <li>○ Support services in place and level of engagement with services</li> <li>○ Compliance history e.g. DRR, Supervision</li> <li>○ Diagnosed or undiagnosed mental health disorders or any relevant health issues</li> <li>○ Housing situation/needs e.g. rough sleeping, sofa surfing</li> <li>○ Criminal history</li> <li>○ Current intelligence</li> <li>○ Family details/circumstances where applicable</li> <li>○ Level of substance misuse, drug test results</li> </ul> </li> </ul>	
<p><b>National Probation Service (NPS)</b></p>	<ul style="list-style-type: none"> <li>• Number of high risk Basildon offenders being supported through the Integrated Offender Management Scheme (IOM) including – <ul style="list-style-type: none"> <li>○ Re-offending rates</li> <li>○ Number of IOM offenders engaging, recalled or in prison</li> </ul> </li> <li>• Relative information relating to those offenders identified as having links to gangs, ASB. violent crime and burglary including level of engagement, adherence to license conditions;</li> <li>• Relevant information on clients being supported by these services in order to implement any multi agency working and to assess and manage risk, this includes but is not limited to: <ul style="list-style-type: none"> <li>○ Personal details: Name, Address, DOB, Gender, Ethnicity, CRO Number, OM Details, License or other conditions of bail</li> <li>○ Support services in place and level of engagement with services</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ Compliance history e.g. DRR, Supervision</li> <li>○ Diagnosed or undiagnosed mental health disorders or any relevant health issues</li> <li>○ Housing situation/needs e.g. rough sleeping, sofa surfing</li> <li>○ Criminal history</li> <li>○ Current intelligence</li> <li>○ Family details/circumstances where applicable</li> <li>○ Level of substance misuse, drug test results</li> </ul>	
<p><b>Essex County Council</b></p> <p><i>Adult Social Care</i>  <i>Children Social Care</i>  <i>Essex Youth Offending Service (YOS)</i>  <i>Family Solutions</i>  <i>Essex Safeguarding Children Board</i>  <i>Essex Safeguarding Adult Board</i>  <i>Trading Standards</i></p>	<p><b>Social Care:</b></p> <ul style="list-style-type: none"> <li>● Relative information on those persons being supported by Social Care who have been identified as having links to criminal activity or identified as being vulnerable, such as gangs, drug or alcohol misuse and anti-social behaviour including but not limited to; <ul style="list-style-type: none"> <li>○ Level of engagement with Social Worker</li> <li>○ Support and interventions being offered</li> <li>○ Identified vulnerabilities of the young person and family</li> <li>○ Information relating to engagement with other services e.g. education</li> <li>○ High risk CSE and Missing Cases (MACE)</li> </ul> </li> </ul> <p><b>Trading Standards:</b></p> <ul style="list-style-type: none"> <li>● Number of test purchases carried out in the Basildon Borough</li> </ul> <p><b>Essex Youth Offending Service:</b></p> <ul style="list-style-type: none"> <li>● Relative information relating to those young offenders identified as having links to gangs and violent crime including but not limited to: <ul style="list-style-type: none"> <li>○ Level of engagement with YOT worker</li> <li>○ Adherence to conditions/orders</li> <li>○ Interventions and support in place</li> <li>○ Schools engaged with and work delivered by the Gangs Prevention Service (GPS)</li> <li>○ Number of GPS referrals received and level of engagement</li> </ul> </li> </ul> <p><b>Family Solutions:</b></p> <ul style="list-style-type: none"> <li>● Relative information on cases being supported by Family Solutions which have been identified as having links to criminal activity or identified as being vulnerable to gangs, drug or alcohol misuse and anti-social behaviour including but not limited to;</li> </ul>	



	<ul style="list-style-type: none"> <li>○ Level of engagement with Family Support Worker</li> <li>○ Support and interventions being offered</li> <li>○ Identified vulnerabilities of the young person and family</li> <li>○ Information relating to engagement with other services e.g. education</li> </ul> <p><b>Essex County Council:</b></p> <ul style="list-style-type: none"> <li>● Reports relevant to or commissioned by the Safer Basildon Partnership regarding identified priorities including but not limited to:</li> <li>● Child Exploitation and Missing Children – number of cases, models, hotspots etc.</li> <li>● Domestic Abuse</li> </ul>	
<p><b>Health</b></p> <p><i>Basildon and Brentwood Clinical Commissioning Group (CCG)</i>  <i>Basildon and Thurrock University Hospital</i>  <i>East of England Ambulance Service EPUT</i></p>	<ul style="list-style-type: none"> <li>● Assault (X85-Y09)</li> <li>● Mental and behavioural disorders due to psychoactive substance use (F10-F19)</li> <li>● Toxic effect of alcohol (T51)</li> <li>● Other entries where there is evidence of alcohol involvement determined by blood alcohol</li> <li>● Information of A&amp;E attendances with an assault or violent type injury – including date, time and location of the offence (if known)</li> <li>● Number of persons admitted to hospital in respect of Domestic Abuse including general postcode address and date of such admissions</li> <li>● Number of mental illness outpatient first attendances</li> <li>● Number of persons receiving drug treatment</li> <li>● Information of relevant calls outs (including those resulting in non-attendance to hospital) with an assault or violent type injury – including date, time and location of the offence (if known)</li> </ul>	
<p><b>Registered Housing Providers</b></p> <p><i>Swan Housing</i>  <i>Peabody South</i>  <i>CHP Housing</i>  <i>Clarion (Circle) Housing</i>  <i>Guinness Trust</i>  <i>Waltham Forest</i>  <i>London and Quadrant</i></p>	<ul style="list-style-type: none"> <li>● Relevant tenancy information required for ASB Case Reviews including but not limited; tenants details, behaviour, open/closed cases etc.</li> <li>● Relevant tenancy information required for cases referred to monthly Problem Solving Group meetings such as tenants’ details, behaviours, open/closed cases, enforcement, cuckooing, breaches, associations etc.</li> <li>● Relative information regarding tenants/young people being supported who have been identified as having links or being vulnerable to gangs, drug or alcohol related crime, ASB, exploitation</li> <li>● Relative information to support referrals to support agencies</li> </ul>	

<p><i>NACRO</i> <i>16+ Accommodation</i> <i>Moat Housing</i></p>		
<p><b>Department for Work and Pensions (DWP)</b></p>	<ul style="list-style-type: none"> <li>• Relative information on those cases being supported by DWP which have been identified as having links to criminal activity such as gangs, drug or alcohol misuse and anti-social behaviour including but not limited to; <ul style="list-style-type: none"> <li>○ Level of engagement with DWP</li> <li>○ Support and interventions being offered</li> </ul> </li> </ul>	
<p><b>Education</b></p> <p><i>Children’s Support Services (CSS)</i> <i>Sure Start</i> <i>Primary Schools</i> <i>Secondary Schools</i></p>	<ul style="list-style-type: none"> <li>○ Relative information on those young people within the school who have been identified as having links to criminal activity or identified as being vulnerable to gangs, drug or alcohol misuse, anti-social behaviour, risky behaviours including but not limited to; <ul style="list-style-type: none"> <li>○ Level of engagement with education</li> <li>○ Support and interventions being offered</li> <li>○ Identified vulnerabilities/concerns of the young and family</li> <li>○ Information relating to engagement with other services e.g. family solutions, social care, school nurses</li> <li>○ Mental and medical disorders and behavioural problems</li> </ul> </li> <li>• Any relevant information to support a referral to required support services</li> </ul>	
<p><b>South Essex Domestic Abuse Hub (SEDAH)</b></p> <p><i>Thurrock Council</i> <i>Brentwood Council</i> <i>Castle Point Council</i> <i>Rochford Council</i> <i>Changing Pathways</i> <i>Citizens Advice Bureau</i> <i>Safer Places</i> <i>South Essex Rape Incest Crisis Centre</i></p>	<ul style="list-style-type: none"> <li>• Relevant personal information from the victim that has approached the SEDAH and the completion of a DASH where the following information is required: <ul style="list-style-type: none"> <li>○ Date of Birth</li> <li>○ Name</li> <li>○ Address</li> <li>○ Household make up</li> <li>○ Contact details</li> <li>○ Ethnicity/nationality</li> <li>○ Next of Kin</li> <li>○ Current tenancy information</li> <li>○ Children</li> <li>○ Health</li> </ul> </li> </ul>	

<p><i>Victim Support</i>  <i>MARAC</i>  <i>Hattons Solicitors</i>  <i>Purple Genie</i>  <i>Essex Social Care</i>  <i>Essex Police</i>  <i>Essex County Council</i>  <i>Peabody South</i>  <i>Family Solutions</i></p>	<ul style="list-style-type: none"> <li>○ School</li> <li>○ Domestic Abuse history</li> <li>○ Recent events</li> <li>○ Advice provided by partner agencies – CAB/Solicitor/Changing Pathways/Police/Housing</li> <li>○ Earnings – tax, benefits</li> <li>● Relevant information for orders such as non-molestation orders/harassment order/DVPO/DVPN which also require any information stored by relevant police forces</li> <li>● Relevant information regarding perpetrator including but not limited to; <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Date of Birth</li> <li>○ Address</li> <li>○ DV history</li> <li>○ Recent events</li> <li>○ Police intel</li> </ul> </li> </ul>	
<p><b>Voluntary and Community Sector</b></p> <p><i>Full Circle (Phoenix Futures)</i>  <i>Open Road</i>  <i>Essex STaRS</i>  <i>Futures in Mind</i>  <i>Essex Young People Drugs and Alcohol Service</i>  <i>Basildon Community Resource Centre</i>  <i>St Mungo's</i>  <i>Children's Society</i>  <i>Building Lives Project</i>  <i>Barnados</i>  <i>BBWCVS</i>  <i>Project 58:7</i>  <i>Lifeskills</i></p>	<p><b>Adults:</b></p> <ul style="list-style-type: none"> <li>● Relevant information on clients being supported by these services in order to implement any multi agency work and to assess and manage risk, including but not limited to: <ul style="list-style-type: none"> <li>○ Personal details; name, age, date of birth, gender, ethnicity, CRO number, OM details, license or other conditions of bail</li> <li>○ Support services in place and level of engagement</li> <li>○ Compliant history e.g. DRR, Supervision</li> <li>○ Diagnosed or undiagnosed mental disorders or any relevant health issues</li> <li>○ Housing situation/needs e.g. rough sleeping, sofa surfing</li> <li>○ Criminal history</li> <li>○ Current intelligence</li> <li>○ Family details/circumstances where applicable</li> <li>○ Level of substance misuse, drug test results</li> </ul> </li> </ul> <p><b>Young People:</b></p> <ul style="list-style-type: none"> <li>● Relevant information including but not limited to: <ul style="list-style-type: none"> <li>○ Personal details; name, age, address, date of birth, gender, ethnicity</li> <li>○ Current involvement/engagement with services</li> <li>○ Undiagnosed/diagnosed mental disorders or relevant health issues</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ Any concerns regarding drug or alcohol misuse</li> <li>○ Relevant referrals</li> <li>○ Education details</li> <li>○ Relevant information regarding housing and family situation</li> <li>○ Risk and vulnerability factors</li> </ul>	
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### 3. Legal Basis

<p><i>(Explain the legal power(s) you have that allow you to share the information – include how the sharing is consistent with GDPR conditions.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Personal Data</th> <th style="width: 50%; padding: 5px;">Special Categories of Data</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Sharing personal information in accordance with this protocol is lawful under the <i>General Data Protection Regulation 2016</i> article 6: <i>[please click and select]</i></td> <td style="padding: 5px;">Sharing personal information in accordance with this protocol is lawful under the <i>General Data Protection Regulation 2016</i> article 9: (if appropriate): <i>[please complete]: [please click and select]</i></td> </tr> <tr> <td style="padding: 5px;"><i>Vital Interests</i></td> <td style="padding: 5px;">Vital Interests</td> </tr> <tr> <td style="padding: 5px;"><i>Legal Obligation</i></td> <td style="padding: 5px;">Substantial Public Interest</td> </tr> <tr> <td style="padding: 5px;"><i>Legitimate Interests</i></td> <td style="padding: 5px;">In the public domain</td> </tr> <tr> <td style="padding: 5px;"><i>Public Task</i></td> <td style="padding: 5px;">Choose an item.</td> </tr> </tbody> </table> <p>Sharing crime and disorder information in accordance with the Protocol is lawful under the following statutes:</p> <ul style="list-style-type: none"> <li>• Section 97 of the Police Reform Act 2002</li> <li>• Article 8 of the Human Rights Act 1998</li> <li>• Common Law (Duty of Confidence)</li> <li>• Caldicott Principles (if applicable)</li> </ul> <p>The legal justification for sharing of information is derived from statutory powers, or is permitted under common law to support the policing purpose. In some cases this may be an implied power.</p>	Personal Data	Special Categories of Data	Sharing personal information in accordance with this protocol is lawful under the <i>General Data Protection Regulation 2016</i> article 6: <i>[please click and select]</i>	Sharing personal information in accordance with this protocol is lawful under the <i>General Data Protection Regulation 2016</i> article 9: (if appropriate): <i>[please complete]: [please click and select]</i>	<i>Vital Interests</i>	Vital Interests	<i>Legal Obligation</i>	Substantial Public Interest	<i>Legitimate Interests</i>	In the public domain	<i>Public Task</i>	Choose an item.	<p style="color: #0056b3; font-weight: bold;">GDPR</p> <p>Go to articles 6-14</p>
Personal Data	Special Categories of Data												
Sharing personal information in accordance with this protocol is lawful under the <i>General Data Protection Regulation 2016</i> article 6: <i>[please click and select]</i>	Sharing personal information in accordance with this protocol is lawful under the <i>General Data Protection Regulation 2016</i> article 9: (if appropriate): <i>[please complete]: [please click and select]</i>												
<i>Vital Interests</i>	Vital Interests												
<i>Legal Obligation</i>	Substantial Public Interest												
<i>Legitimate Interests</i>	In the public domain												
<i>Public Task</i>	Choose an item.												

Fair Processing in accordance with *General Data Protection Regulation 2016* article 12 unless an exemption applies. The most likely exemption to being 'fair' is the sharing for the prevention and detection of crime, apprehension or prosecution of an offender.

An example of this would be where information is being shared about an individual without their knowledge; however, disclosure of that fact would be likely to prejudice the investigation.

Any organisation may request crime and disorder information from a Relevant Authority so long as that organisation can demonstrate that the data will be used to assist with achieving the overall aim of prevention, detection, and reduction of crime and disorder in the Basildon borough.

Fair processing requirements will be satisfied by each Partner to this protocol ensuring that data subjects are aware at the point of data collection that their data may be used for the prevention/detection of crime/fraud.

**4. Responsibilities**

For the purposes of this Protocol the responsibilities are defined as:	√ or x	Organisation Name(s)
The Joint Data Controllers for this sharing are:	√ Those with managerial oversight or responsibility for information sharing under this protocol are responsible for making sure this protocol is adhered to and for ensuring all staff involved with information sharing under the ISP are provided with sufficient training and guidance to enable them to comply with the protocol.	All signatory partners detailed in section 2  (pages 5-12)
In the case of <b>Joint Data Controllers</b> , the designated contact point for Data Subjects is:	√	Basildon Borough Council

GDPR  
Go to articles 13-14, 24 - 31

This Protocol will be reviewed one year after it comes into operation to ensure that it remains fit for purpose. The review will be initiated by Community Safety Team, Basildon Borough Council on behalf of the Safer Basildon Partnership.



Disaster recovery arrangements are in place	✓
Encryption of personal data is fully implemented	✓
Data minimisation has been considered	✓
Can pseudonymised or anonymised data be used to meet your processing needs?	X
There are sufficient access controls for systems/networks in place	✓
Routine and regular penetration tests are carried out	✓
Article 40 Codes of Conduct are adhered to (where applicable)	√
Appropriate security is applied to external routes into the organisation; for example, internet firewalls and remote access solutions	✓

In addition to non-personal statistical information, personal information that may be shared under the Protocol, must be assessed on a case-by-case basis and may include:

- a) Personal details necessary to ensure the accurate identification of information subjects such as name, address (including postcode), age, occupation/school and identification of immediate family;
- b) Information about past or current activities, such as places frequented and associates, to enable research or surveillance of the data subject thus informing decision making about action to be taken to prevent or deter suspected offending;
- c) Offending history relevant to the purpose for which it is being shared which is necessary in order to assess likelihood of offending and to carry out risk assessment for the various agency practitioners who might be involved;
- d) Professional opinions, which are necessary to inform decision making around likelihood of offending and the assessment of risks to individuals. Any such information will be clearly marked that it is an opinion and where possible on what basis the opinion was formed.

From time to time specific crime reducing initiatives, focusing on particular crimes or groups of offenders, may be required. Examples may include 'Hate Crime', 'Domestic Abuse', 'Sexual Violence', 'Anti-Social Behaviour', 'Integrated Offender Management', 'Child Sexual Exploitation' and 'Gang and Youth Violence'. This protocol covers such initiatives if their purpose is to reduce crime and disorder, irrespective of whether the initiative is local, county or central Government led.

Partners receiving information will:

- Ensure that their employees are appropriately trained to understand their responsibilities to maintain confidentiality and privacy;
- Protect the physical security of the shared information;
- Restrict access to data to those that require it, and take reasonable steps to ensure the reliability of employees who have access to data, for instance, ensuring that all staff have appropriate background checks
- Maintain an up to date policy for handling personal data which is available to all staff

<ul style="list-style-type: none"> <li>• Have a process in place to handle any security incidents involving personal data, including notifying relevant third parties of any incidents</li> <li>• Ensure any 3<sup>rd</sup> party processing is agreed as part of this protocol and governed by a robust contract and detailed written instructions for processing.</li> </ul>		
<b>7. Format and Frequency</b>		
<p>There are five main formats the information will be shared in, with variations possible for each, and often an ISA will include more than one format:</p> <ul style="list-style-type: none"> <li>• At a meeting – a formal meeting (with terms of reference, agenda etc.) is held to which partners are invited. The partners attend with their information likely to be of interest to partners. At the start of the meeting a confidentiality statement is accepted and signed. During the course of the meeting partners disclose relevant information to one another.</li> <li>• Request and Response – one partner approaches another to request information it believes the partners holds. This could be via telephone, secure email or recorded letter.</li> <li>• Self-Service – one partner permits another partner to have direct access to their information (usually an IT system) and the recipient partner obtains the information through that process.</li> <li>• Central Controller – the partners choose a central co-ordinator to whom information is disclosed. The central co-ordinator then uses the judgement to share information to partners where appropriate to do so. The central co-ordinator could also enquire with partners whether they had specific information relevant to a particular issue that there were prepared to share.</li> <li>• Automated IT System Generated Information – one partner’s IT system send automatic notifications or relevant information to another partner and vice-versa.</li> </ul> <p>The information may only be processed for the purpose/s set out in this protocol.</p> <p>Signatory partners to this arrangement will respond to any notices from the Information Commissioner that imposes requirements to cease or change the way in which information is processed.</p>		
<b>8. Data Retention</b>		
		GDPR



<p>Information will be retained in accordance with each partners' published data retention policy and in any event no longer than is necessary. It is the responsibility of the signatory partners to make others aware of such policies if deemed appropriate.</p> <p>Signatory partners should ensure, when sharing information that the information is communicated in a manner that is confidential (i.e. emails, or paper copies that are marked "confidential – to be opened by addressee only). Fax machines are not a secure way of transmitting and sharing information between organisations and should not be used.</p> <p>Disposal of confidential information should be disposed of through the use of cross-cut shredding machines or returned securely to the original sharing partner.</p>	<p>Go to article 5</p>
<p><b>9. Data Accuracy</b></p>	
<p>Safer Basildon Partnership and individual signatory partners are responsible for ensuring that any information they share is accurate and where necessary, kept up to date.</p> <p>All records must be authentic and reliable. An authentic record is one that can be proven:</p> <ul style="list-style-type: none"> <li>• To be what it purports to be</li> <li>• To have been created or sent by the person purported to have created or sent it, and</li> <li>• To have been created or sent at the time purported</li> </ul> <p>A reliable record is one whose contents can be trusted as a full and accurate representation of the transactions, activities or facts to which they attest and can be depended upon in the course of subsequent transactions or activities.</p> <p>Each partner must have in place a record keeping system that documents its activities and allows for quick and easy retrieval of information. This must include:</p> <ul style="list-style-type: none"> <li>• Classification of records into a logical and consistent hierarchy</li> <li>• Allocation of appropriate metadata consistent with the Government Metadata Framework</li> <li>• Consistent version control procedures</li> <li>• Appropriate security classification of records in accordance with partners own classification schemes</li> <li>• Clearly documented authorship and ownership of records</li> <li>• Usability and integrity of records</li> </ul> <p>Usability implies that a record can be 'located, retrieved, presented and interpreted'.</p>	<p><b>GDPR</b> Go to articles 5, 16 - 18</p>

	<p>Integrity refers to a record being complete and unaltered. Records must be protected against unauthorised alterations by means of good security practice (e.g. access permissions) and authorised alterations to records must be traceable, as well as being explicitly indicated through version control.</p>	
<b>10.</b>	<b>Breach Notification</b>	
	<p>Where a security breach linked to the sharing of data under this protocol is likely to adversely affect a data subject, Partners are required to inform all involved Partners within 48 hours of the breach being detected. The email addresses on page 1 should be used to contact the Partners. The decision to notify the ICO can only be made after consultation with any other affected Partner to this protocol, and notification to the ICO must be made within 72 hours of the breach being detected. Where agreement to notify cannot be reached within this timeframe, the final decision will rest with the Protocol owner as depicted on page 1 of this document.</p> <p>All involved Partners should consult on the need to inform the Data Subject, so that all risks are fully considered and agreement is reached as to when, how and by whom such contact should be made. Where agreement to notify cannot be reached, the final decision will rest with the Protocol owner as depicted on page 1 of this document.</p> <p>All Partners to this protocol ensure that robust policy and procedures are in place to manage security incidents, including the need to consult Partners where the breach directly relates to information shared under this protocol.</p> <p>A processor is liable for any damage caused by processing, only where it has not complied with obligations of the GDPR specifically directed to processors or where it has acted outside or contrary to lawful instructions of the controller.</p>	<p><a href="#">GDPR</a> Go to articles 33, 34, 77 - 84</p>
<b>11.</b>	<b>Complaints</b>	
	<p>Partner agencies will use their standard organisational procedures to deal with complaints from the public arising from information sharing under this protocol.</p>	<p><a href="#">GDPR</a> Go to articles 16 – 22 &amp; 77</p>
<b>12.</b>	<b>Commencement of Protocol</b>	

This Protocol shall commence upon date of the signing of a copy of the Protocol by the signatory partners. The relevant information can be shared between signatory partners from the date the Protocol commences.

**13.**

### **Withdrawal from the Protocol**

Any partner may withdraw from this Protocol upon giving 4 weeks written notice to the WEISF administration team [weisf@essex.gov.uk](mailto:weisf@essex.gov.uk). The WEISF administration team will notify other Partners to the Protocol. The Partner must continue to comply with the terms of this Protocol in respect of any information that the partner has obtained through being a signatory. Information, which is no longer relevant, should be returned or destroyed in an appropriate secure manner.

**14.**

**Agreement**

This Protocol must be approved by the responsible person within the organisation (SIRO/Caldicott Guardian/Chief Information Officer).

Approver Name	
Organisation Name	
Date of Agreement	

**Managerial Oversight:**

Identified below are those with managerial oversight in the Responsible Authorities (as set out in Section 5(1) of the Crime and Disorder Act 1998) with responsibility for information sharing under this protocol. Those named are responsible for making sure this protocol is adhered to and for ensuring all staff involved with information sharing under the ISP are provided with sufficient training and guidance to enable them to comply with the protocol.

<b>Partner</b>	<b>Post Title</b>	<b>Name</b>	<b>Email</b>
Basildon Borough Council (lead)	Managing Director	Scott Logan	Scott.logan@basildon.gov.uk
Basildon Borough Council (Deputy)	Community Safety Manager	Paula Mason	Paula.mason@basildon.gov.uk
Essex Police	Local Policing Area (LPA) South	Steve Parry	Steve.parry@essex.pnn.police. uk
Essex Community Rehabilitation Company	Manager – Service Delivery South	Carolyn Butlin	Carolyn.butlin@sodexojustice. scc.gsi.gov.uk
National Probation Service	Senior Probation Officer	Clare Griffiths	clare.griffiths@justice.gov.uk
Essex County Council	Caldicott Guardian	Helen Lincoln	informationgovernanceteam @essex.gov.uk
Essex Fire & Rescue Service	Head of Community Safety	Craig Mclellan	craig.mclellan@essex- fire.gov.uk
Basildon and Brentwood Clinical Commissioning Group	Chief Officer	Jo Cripps	jocripps@nhs.net

<b>Signatory Partners</b>	
<b>Responsible Authorities:</b>	
	<p>Essex Police  Basildon Borough Council  Essex County Fire and Rescue Service  Essex Community Rehabilitation Company  National Probation Service  Basildon and Brentwood Clinical Commissioning Group  Essex County Council</p> <ul style="list-style-type: none"> <li>▪ <i>Adult Social Care</i></li> <li>▪ <i>Children Social Care</i></li> <li>▪ <i>Essex Youth Offending Service</i></li> <li>▪ <i>Family Solutions</i></li> <li>▪ <i>Essex Safeguarding Children Board</i></li> <li>▪ <i>Essex Safeguarding Adult Board</i></li> <li>▪ <i>Trading Standards</i></li> </ul>
<b>Signatory Partners:</b>	
Health	<p>Basildon and Thurrock University Hospital  East of England Ambulance Service  Open Road (including EPUT and Essex STaRs)</p>
Registered Housing Providers	<p>Swan Housing Group  Peabody South (Family Mosaic)  CHP Housing (Chelmer Housing Partnership)  Clarion (Circle) Housing  Guinness Trust  Waltham Forest  London and Quadrant  Moat Housing  NACRO</p>
Voluntary and Community Sector	<p>Phoenix Futures (Full Circle)  Futures in Mind  Essex Young People Drugs and Alcohol Service  Basildon Community Resource Centre  St Mungo's  Victim Support  The Children's Society  Building Lives Project  Barnardos  Lifeskills Solutions  BBWCVS  Project 58:7</p>

<b>Signatory Partners</b>	
South Essex Domestic Abuse Hub	Thurrock Council Brentwood Council Castle Point Council Rochford Council Changing Pathways Citizens Advice Bureau Safer Places South Essex Rape Incest Crisis Centre MARAC Hatton Solicitors Purple Genie
	Department of Work and Pensions (DWP)
	Eastgate Shopping Centre
	Basildon Town Centre Management