

North East  
Community Safety  
Information Sharing Protocol

# Quick Reference Guide

## 1. Introduction

This quick reference guide forms part of the North East Information Sharing Protocol. This quick reference guide is intended to be a practitioner guide that covers the basics of information sharing as set out in the Information Sharing Protocol and Guidance Notes. All officers using this 'quick reference guide' should be familiar with the content of the ISP and Guidance Notes.

## 2. Information Sharing Declaration

Those using the quick reference guide should note the following:

*"In using this 'Quick Reference Guide' I accept and understand that the principles of both the Information Sharing Protocol and the legislation regulating the exchange of information apply to any information sharing I am involved in. I understand that information shared and exchanged is for the specific purpose of dealing with specific crime and disorder issues and may not be used for any purpose other than that for which it is intended. I represent an agency that is a signatory to the Information Sharing Protocol and that as a Designated Officer I'm authorised to share and exchange information as appropriate."*

## 2. Information Sharing: the Basics (community safety partnerships to set-up hyperlinks to pages in documents)

Key points for considerations when deciding to share information:

- Who is asking for the information?
  - Is the agency signed up to the ISP? (ISP, Appendix 2, pg 22-24)
  - Are they a Level A or B partner? (ISP, pg10)
- Is the request from a Designated Officer? (ISP, Appendix 2, pg 22-24)
- What information is being asked for? (Guidance Notes, pg12-14)
- Is the information being requested personal or sensitive, personal information? (Guidance Notes, pg12-14)
- Has a legal gateway to share information been established? (Guidance Notes, pg15-18)
- Can information be shared securely? (Guidance Notes, pg43-46 and Appendix D &E)
- Have I kept a record of the decision to share information, how I reached the decision and what information was shared? (Guidance Notes, pg22-24)

## 3. Why can I feel confident about sharing information?

- Agencies have signed the ISP
- Agencies are aware of their responsibilities as signatories to the ISP including the importance of ensuring that any information shared is kept securely
- Agencies have appointed Designated Officers empowered to share information
- Section 115 of the Crime and Disorder Act 1998 and the Data Protection Act 1998 (exemptions 29 and 35) both contain specific reference to personal information sharing on a case by case basis for the purposes of crime and disorder.

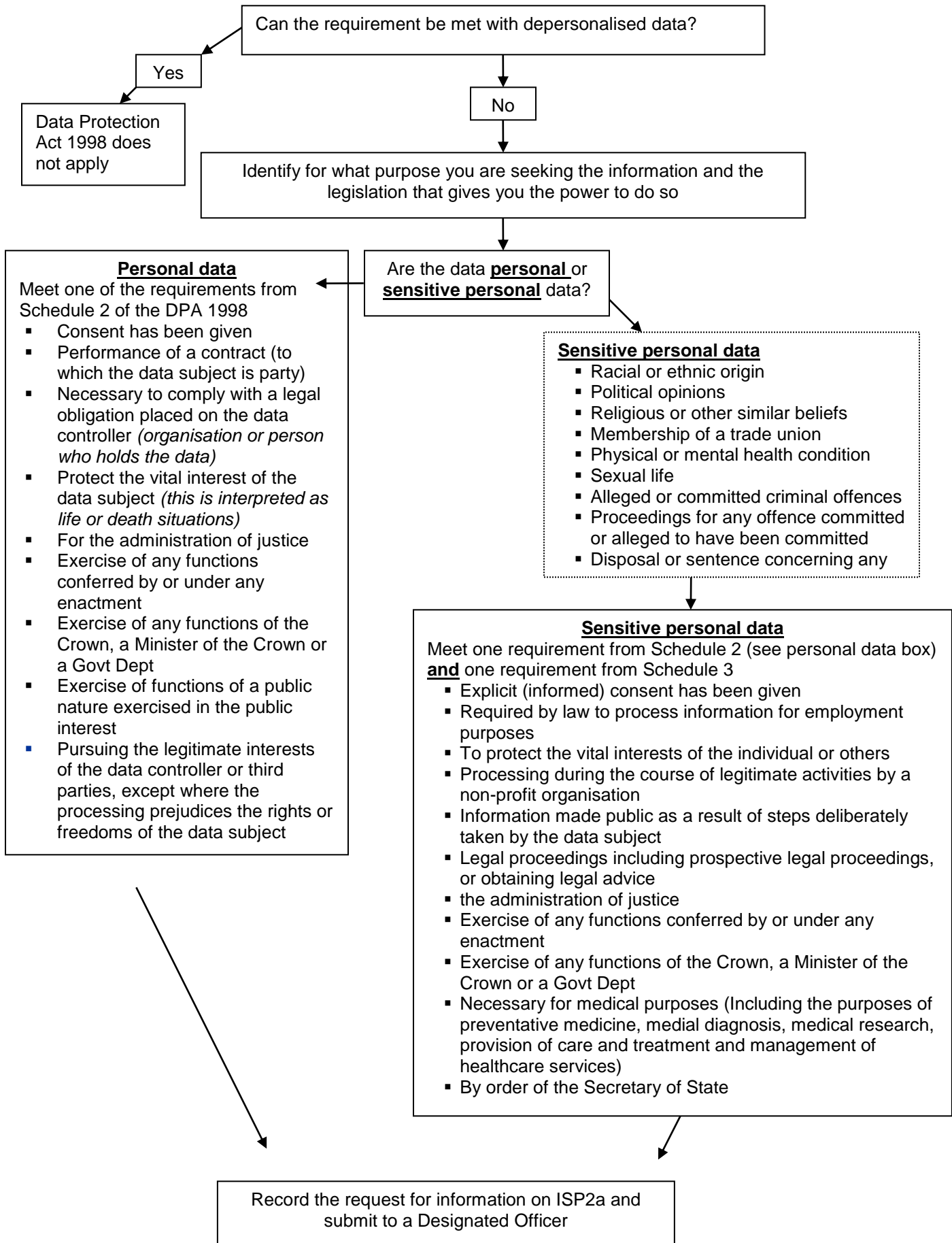
## 3. Types of information to be shared

For a list of the types of information that is likely to be shared for particular purposes see the Guidance Notes, Appendix B and C (pg74-77)

## 4. Key Legislation

- Crime and Disorder Act 1998
- Police and Justice Act 2006
- Data Protection Act 1998
- Human Rights Act 1998
- Freedom of Information Act 2000

**INFORMATION SHARING PROCESS FLOWCHART**



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