



Information Sharing Agreement

Reference Number	CC/ISA/100
Agreement Date	June 2012
Partners	Cheshire Constabulary
	Hate Crime Scrutiny Panel

Summary Sheet

ISA Reference	CC/ISA/100
Purpose	To create a system of information sharing between Cheshire Constabulary and the Hate Crime Scrutiny Panel. This agreement is written to facilitate the sharing of information and make sure that all links between the two organisations are formalised.
Partners	Cheshire Constabulary Hate Crime Scrutiny Panel
Date agreement came into force	June 2012
Date of agreement review	Six Months after coming into force, then annually
Agreement Owner	Cheshire Constabulary
Agreement Author	Dan Howarth – Force Information Sharing Officer
Protective Marking	Not Protectively Marked

Version No.	Amendments	Authorisation
v1.0	Initial Draft	Dan Howarth

1. Introduction

- 1.1 Cheshire Constabulary are committed to partnership working and are continually looking for opportunities to work more closely with identified partners to detect, prevent and reduce crime and anti-social behaviour.
- 1.2 This agreement outlines the need for the Constabulary and the Hate Crime Scrutiny Panel to work together to alleviate crime and anti social behaviour in the Cheshire area.
- 1.3 Cheshire Constabulary and the members of the Hate Crime Scrutiny Panel are dedicated to the analysing and reducing all hate crime in the Cheshire area.

2. Purpose

- 2.1 The purpose of this agreement is to enable action to be taken against crime and anti-social behaviour in Cheshire. It will incorporate measures aimed at:
 - Facilitating a coordinated approach that targets hate crime and associated anti-social behaviour.
 - Facilitating the collection and exchange of relevant information.
 - Ensuring that the sharing of information meets one or more of the policing purposes.
- 2.2 It also seeks to increase the confidence of residents of Cheshire and users of its services. By formalising and monitoring the sharing of information, Cheshire Constabulary can provide a more effective service to the residents of Cheshire.

3. Partners

This agreement is between the following partners:

Cheshire Halton & Warrington Race and Equality Centre
Cheshire Centre for Independent Living
Dial House, Disability Rights Centre
Body Positive Cheshire & North Wales
Sean Kennedy

And **Cheshire Constabulary, Clemonds Hey, Oakmere Road, Winsford, Cheshire, CW7 2UA**

4. Powers

For the purpose of information sharing, this agreement fulfils the requirements of the following:

- Common Law Powers of Disclosure
- The Crime and Disorder Act 1998 (Section 115)
- The Data Protection Act 1998 (Section 29(3) & 35(2))
- The Freedom of Information Act 2000
- The Human Rights Act 1998 (Article 8)
- The Rehabilitation of Offenders Act 1974

5. Process

5.1 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.

6. Types of Information to be shared

6.1 Cheshire Constabulary may share:

- Anonymous and statistical information about hate crime in Cheshire.
- Redacted and depersonalised summaries of hate crime incidents.

7. Constraints on the use of the Information

7.1 The information shared must not be disclosed to any third party without the written consent of the agency that provided the information. It must be stored securely and deleted when it is no longer required for the purpose for which it is provided.

7.2 Any police information shared is only valid at the time of provision, and should only be used for the purpose as requested. It should not be used for any subsequent investigations which should be subject to a new request for information.

7.3 Any information shared will be proportionate and necessary for the purpose for which it is being shared.

8. Roles and Responsibilities under the Agreement

- 8.1 Each partner must appoint a single point of contact (SPoC) who must work together to jointly solve problems relating to crime. The sharing of information must only take place where it is valid and legally justified.

Police SPoC

Title: **Deborah Ardern – Diversity Coordinator, Communities Unit**
Contact Details: 01606 36 2003

Partner Agencies

Shantele Janes, Director

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Keith Roper – General Manager

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Keith Roper

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Mark Gavin

Outrite Project Officer
Outrite Project
Body Positive Cheshire & North Wales
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Sean Kennedy

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07720 537733

- 8.2 SPoCs must meet regularly to discuss and prioritise incidents of criminal or anti-social behaviour. Both contacts have a responsibility to create a file or folder that can record each individual request for information and the subsequent decision. It must include copies of the request for information, details of the data accessed and notes of any meeting, correspondence or phone calls made in relation to this request.
- 8.3 Any request for information must meet one or more of the policing purposes.
- 8.4 The designated police officer must ensure that the request meets a policing purpose. Where the information refers to a victim or witness, their written consent must be obtained.
- 8.5 All SPoCs are volunteers who will be vetted to an appropriate standard by Cheshire Constabulary before they are accepted to the panel.

9. Specific Procedures

- 9.1 SPoCs for each organisation will meet bi-monthly to discuss hate crime incidents and initiatives in Cheshire. At these meetings the SPoCs will read and discuss ongoing or recent hate crime cases in Cheshire. The cases will be analysed and appropriate action will be planned.
- 9.2 No information will be removed from the meeting. All paper copies distributed will be collected in. The signature of this document will be a clear acknowledgement of Cheshire Constabulary procedures and acceptable confidentiality measures.

10. Information Sharing Procedure

- 10.1 This agreement is drawn up in accordance with the Force Information Sharing Procedure, which contains guidance on the information sharing processes to be adhered to.

11. Review, Retention and Disposal

- 11.1 Partners to this agreement undertake that personal data shared will only be used for the specific purpose for which it is requested. The recipient of the information is required to keep it securely stored and dispose of it correctly when the purpose it has been requested for has been served. The Force may also want to request a copy of the partner's information security policy (where applicable) when sensitive personal data is shared.
- 11.2 Files containing information from partner sources will be reviewed in line with force policy.
- 11.3 The recipient will not release the information to any third party without obtaining the express written authority of the partner who provided the information.
- 11.4 Managers will ensure that access to information received from the Constabulary will only be granted to those staff/members who **need** to see the information.

12. Review of the Information Sharing Agreement

- 12.1 This Information Sharing Agreement will be reviewed six months after its implementation and annually thereafter. The nominated holder of this agreement is Cheshire Constabulary. It is based on the national template for Information Sharing which forms part of the guidance issued on the Management of Police Information by the Association of Chief Police Officers (ACPO) and the Home Office.

13. Indemnity

- 13.1 The Hate Crime Scrutiny Panel, as receivers of police information will accept total liability for a breach of this Information Sharing Agreement should legal proceedings be served in relation to the breach.

14. Signature

By signing this agreement, all signatories accept responsibility for its execution and agree to ensure that staff are trained so that requests for information and the process of sharing itself is sufficient to meet the purposes of this agreement.

Signatories must also ensure that they comply with all relevant legislation.

Signed on behalf of Cheshire Constabulary:	
Title:	
Rank/Position:	
Date:	

Signed on behalf of Hate Crime Scrutiny Panel:	
Title:	
Rank/Position:	
Date:	