

# INFORMATION SHARING AGREEMENT

## INFORMATION SHARING AGREEMENT (ISA)

**BETWEEN**

Lincolnshire Independent Domestic Violence Advisor (IDVA) and  
Independent Sexual Violence Advisor (ISVA) Service, hereafter referred to  
as LIIS

**AND**

**LINCOLNSHIRE POLICE**

Version 2.0

NOT PROTECTIVELY MARKED

**SUMMARY SHEET**

<b>Information Sharing Agreement</b>
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<b>ISA Ref:</b>	LP011/CS
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<b>PURPOSE</b>	This ISA is to be read in conjunction with the countywide Domestic Abuse Information Sharing Agreement, IDVA Protocol, MARAC Protocol, MARAC/MAPP Protocol and SDAC Procedures
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<b>PARTNERS</b>	Lincolnshire Police  Lincolnshire Independent Domestic Violence Advisor (IDVA) and Independent Sexual Violence Advisor (ISVA) Service (LIIS)
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<b>Date Agreement comes into force:</b>	04 October 2010
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<b>Date of Agreement Review:</b>	6 months, then yearly after.
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<b>Agreement Owner:</b>	Lincolnshire Police Protection Unit
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<b>Agreement drawn up by:</b>	Lincolnshire Police
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<b>Location of Signed Agreement in force:</b>	Information Management Unit, Force HQ
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<b>Protective Marking:</b>	Not protectively marked
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## VERSION RECORD

Version No.	Amendments Made	Authorisation
001	Original version – 04/10/2010	
002	Review 6 months – 12/04/11	S Norburn A Mountain

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**NOT PROTECTIVELY MARKED****1. INTRODUCTION**

- 1.1 Lincolnshire Police is committed to ensuring that victims of crime receive the highest standard of treatment.
- 1.2 This agreement outlines the need for Lincolnshire Police and Lincolnshire IDVA Service LIIS to work together, to provide an enhanced service to victims assessed as being at high risk (of serious harm) through domestic abuse and have been referred to a Multi Agency Risk Assessment Conference via the MODUS information sharing system.

**2. PURPOSE**

- 2.1 The purpose of this agreement is to ensure that where required, information is shared between Lincolnshire Police and LIIS employees regarding high risk (of serious harm) victims of domestic abuse
- 2.2 Lincolnshire Police will ensure that the agreement of the victim will be obtained **before** any information is shared with LIIS, and that data protection issues are acknowledged. This will be documented on the MARAC referral form.

**3. PARTNER(S)**

- 3.1 This agreement is between the following partners:

**LIIS**

And

**Lincolnshire Police, PO Box 999, Lincoln, LN5 7PH**

**4. POWER(S)**

- 4.1 This agreement fulfils the requirements of the following:

- The Data Protection Act 1998 (Sections 29(3) & 35(2))
- Crime and Disorder Act
- The Human Rights Act (Article 8)
- The Domestic Violence, Crime and Victims Act 2004
- County Domestic Abuse Information Sharing Agreement
- MARAC / MAPPA Protocol
- Specialist Domestic Abuse Court Protocol
- IDVA Protocol

**5. PROCESS****NOT PROTECTIVELY MARKED**

**NOT PROTECTIVELY MARKED**

- 5.1 This agreement has been formulated to ensure appropriate information sharing protocols are adhered to between partners.
- 5.2 The exchange of information is with a view to ensure that referred HIGH risk (of serious harm) victims of domestic abuse receive a high standard of support/treatment via the LIIS (where consent is provided).

**6. TYPES OF INFORMATION TO BE SHARED**

## 6.1 Lincolnshire Police will share:

Details of all victims of domestic abuse as per the ACPO, CPS and government shared definition:

“Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults, aged 18 and over, who are or have been intimate partners or family members, regardless of gender and sexuality”

(Family members are defined as mother, father, son, daughter, brother, sister and grandparents, whether directly related, in-laws or step-family).

All of the above within high risk (of serious harm) domestic abuse related incidents will be shared with LIIS via MODUS as part of the MARAC referral. Additional information can also be shared with LIIS using the secure e-mail address: [lincs.iis@lincsiis](mailto:lincs.iis@lincsiis) however this should be recorded and logged.

Lincolnshire Police have lowered the definition age to 16 locally, to ensure that those in intimate or ex intimate relationships that are affected by domestic abuse are also given the opportunity to report and be risk assessed in accordance with the DASH model.

The stages of information sharing between Lincolnshire Police and LIIS:

- The referral form for MARAC is completed by Specialist Domestic Abuse Officers who in turn submit to the county MARAC administration office.
- This information is placed on to MODUS, the county’s MARAC database by the county MARAC admin office.
- Provided consent is given by each individual victim, the cases detailed on MODUS become the workload for the IDVAs.
- The sharing of this information is covered within the ISA for MARAC.

## 6.2 LIIS will share:

- Any relevant information regarding a high risk case where a Domestic Abuse Officer is involved
- Any relevant information regarding a high risk case subject to MARAC
- Any relevant information regarding a high risk case at specialist domestic abuse court (including the Crown Court), including keeping the OIC informed
- Performance data relevant to the agencies involved in this agreement

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## 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 victim, or agency that provided the information. It must be stored and transmitted securely, and deleted/destroyed when it is no longer required for the purpose for which it is provided.
- 7.2 Any information shared is only valid at the time of provision, and will relate to the specific crime identified.
- 7.3 Any information shared will be proportionate and necessary for the purpose for which it is being shared.

## 8. ROLES AND RESPONSIBILITIES UNDER THIS AGREEMENT

- 8.1 Each partner must appoint a Single Point of Contact (SPoC) who will work together to jointly solve problems associated with the transfer of information between partners within this project. The sharing of information must only take place where it is valid and legally justified.

Lincolnshire Police SPoC Title: Detective Inspector Rape/Domestic Abuse PPU  
Contact Details: Tel – 01522 558462

LIIS SPoC Title: LIIS IDVA Project Manager  
Contact Details: Tel 07500 807 652

- 8.2 Lincolnshire Police responsibilities:
- Making referrals to MARAC for all high risk (of serious harm) cases of domestic abuse (after enhanced risk assessment by SDAO)
  - Line managers will have responsibility for ensuring that staff are sufficiently knowledgeable about the IDVA Service and its benefits, and that it is offered to high risk (serious harm) victims of domestic abuse via MODUS and MARAC referrals.
- 8.3 LIIS responsibilities:
- LIIS will consult with the Detective Inspector Rape/Domestic Abuse Public Protection Unit for Lincolnshire Police on any matters associated with the compliance or modification of this Information Sharing Agreement.
  - Any personal data shared by the police must **not be** stored on personally owned computers, or non encrypted laptops (Force ICT standards) in the possession of authorised persons within LIIS
  - Staff will comply with Laptop Security Guidance, USB User Guidance and Force Security Policy (Internet and Email Procedures).
  - LIIS IDVAs will have access to the Internet, which means they will also be able to access the force's Intranet. The information contained on the force Intranet will be treated the same as any other data under this agreement. Individual IDVAs are signed up to confidentiality statements upon employment with the service.
  - LIIS IDVA Project manager and IDVAs co-located in police station Public Protection Unit Offices are vetted by the Force IMU to the same standard as other force PPU staff.

**NOT PROTECTIVELY MARKED****9. SPECIFIC PROCEDURES****9.1 Reporting of a Crime**

- Lincolnshire Police staff will positively promote the services of LIIS (not in isolation) to high risk victims of domestic abuse. Consent will be requested for referral to MARAC via the DAO.
- LIIS will access the referrals for high risk victims of domestic abuse incidents, via the MODUS system, the database for MARAC.

**10. REVIEW, RETENTION AND DELETION**

10.1 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 when it is no longer required for the purpose for which it was requested, will safely dispose of it.

10.2 IMU and PPU will review any paper files, or system information from partner agencies as per Force Policy.

10.3 The recipient will not release the information to any third party without obtaining the express written authority of the victim, or partner who provided the information.

**11. REVIEW OF THE INFORMATION SHARING AGREEMENT**

11.1 This Information Sharing Agreement will be reviewed 6 months initially then annually after that. The nominated holder of this agreement is Lincolnshire Police. 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.

**12. SAFEGUARD**

12.1 Where an individual LIIS member wilfully disregards instructions regarding the use of personal data from the police, the force may consider that the individual be excluded from any further sharing, i.e. inappropriate disclosure.

12.2 Whilst the document itself is not legally binding, it must be recognised that any action taken outside the agreement may be considered a criminal offence.

**13. SIGNATURE**

13.1 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.

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

Signed on behalf of  
Lincolnshire Police

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Title:

Detective Superintendent, Public Protection Unit

Date:

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Signed on behalf of LIIS

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Title:

Chair, Women's Aid Management Committee

Date:

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