

INFORMATION SHARING AGREEMENT

INFORMATION SHARING AGREEMENT (ISA)

BETWEEN

Royal Air Force Station, Waddington

AND

LINCOLNSHIRE POLICE

Version 1.0

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SUMMARY SHEET

Information Sharing Agreement

ISA Ref:	LP018/W – Royal Air Force Station, Waddington
PURPOSE	To create a system for the formal exchange of information and intelligence between the Police and RAF Waddington, with the intention to prevent, detect, and/or reduce crime and anti-social behaviour within Lincolnshire, involving service personnel, and/or civilian support staff whilst stationed at RAF Waddington.
PARTNERS	Lincolnshire Police RAF Waddington
Date Agreement comes into force:	1 st March 2009.
Date of Agreement Review:	Six months after coming into force, then annually
Agreement Owner:	Lincolnshire Police
Agreement drawn up by:	Mr D Massey – ISA Officer
Location of Signed Agreement in force:	Data Protection Office, Force HQ
Protective Marking:	Not protectively marked

VERSION RECORD

Version No.	Amendments Made	Authorisation
001	Initial Draft	Mr D Massey – ISA Officer
1.00	Authorised	Mr D Massey – ISA Officer

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1. INTRODUCTION

- 1.1 Lincolnshire Police are committed to partnership working, and continually look for opportunities to work more closely with local identified partners to detect, prevent and reduce crime and anti-social behaviour.
- 1.2 This agreement outlines the need for the police and RAF Waddington to work together to alleviate crime and anti-social behaviour within Lincolnshire, and provides a framework for action.

2. PURPOSE

- 2.1 The purpose of this agreement is to enable action to be taken against crime and anti-social behaviour, which may be committed by service personnel, and/ or civilian support staff whilst stationed at RAF Waddington. It will incorporate measures aimed at:
 - Facilitating a coordinated approach that targets crime and anti-social behaviour;
 - Facilitating the collection and exchange of relevant information;
 - The pursuit of civil or criminal proceedings - either by Lincolnshire Police or RAF Waddington management,
 - 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, while encouraging their support, to enable Lincolnshire Police and RAF Waddington, to combat crime and anti-social behaviour.

3. PARTNER(S)

- 3.1 This agreement is between the following partners:

RAF Waddington, Lincoln, LN5 9NB

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

4. POWER(S)

- 4.1 This agreement fulfils the requirements of the following:

- The Civil Evidence Act 1995;
- The Crime and Disorder Act 1998 (section 115);
- Common Law Powers of Disclosure;
- The Rehabilitation of Offenders Act 1974;
- The Human Rights Act 1998 (article 8);
- The Data Protection Act 1998 (sections 29(3) & 35(2)).

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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 Lincolnshire Police will share:

- De-personalised information relating to crime or anti-social behaviour, when caused by service personnel, or civilian support staff based at RAF Waddington, within Lincolnshire.
- Evidence relating to a conviction of a member of service personnel or civilian support staff, based at RAF Waddington for an arrestable offence which occurred in Lincolnshire, providing that the conviction is not considered spent under the Rehabilitation of Offenders Act 1974;
- Evidence relating to a caution accepted a member of service personnel, or civilian support staff for an arrestable offence that occurred in Lincolnshire, where the date of the caution is less than twelve months from the disclosure date;
- Evidence relating to Police final warnings, reprimands, and/or fixed penalty Notices issued to a member of service personnel, or civilian support staff based at RAF Waddington.
- Intelligence, which would reasonably indicate that a member of service personnel, or civilian support staff based at RAF Waddington represents a significant danger to the public, should they remain based at RAF Waddington.
- An admission of anti-social behaviour by a member of service personnel, or civilian support staff, based at RAF Waddington, evidenced by a pocket note book signature by the offender;
- Evidence from police records of incidents of anti-social behaviour, where there is evidence that these were committed by members of service personnel, or civilian support staff, based at RAF Waddington.
- Details of members of service personnel, or civilian support staff arrested for crime, or anti social behaviour, prior to completion of the decision making process in relation to disposal. (i.e. charge, caution, NFA etc)
- Copies of statements made to the police by third parties where written permission has been provided by the statement maker for that statement to be disclosed for use in civil proceedings.

6.2 RAF Waddington will share: -

- Evidence, including complaints from neighbours or the public relating to criminal or anti-social behaviour at, or in the immediate vicinity, of the member of service personnel, or civilian support staff accommodation, if within Lincolnshire, where there is evidence that these were committed by the member of service personnel, or civilian support staff, their resident family or invited visitors.
- Details of service personnel, or civilian support staff based at RAF Waddington,

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including, where and when appropriate, resident lists.

- Evidence, if available of crimes/anti social behaviour that have been committed by members of service personnel, or civilian support staff based at RAF Waddington, within Lincolnshire, that have/has not previously been reported to Lincolnshire Police.

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 THIS AGREEMENT

- 8.1 Each partner must appoint a single point of contact (SPoC) who must work together to jointly solve problems relating to tenants. The sharing of information must only take place where it is valid and legally justified.
- | | |
|---------------------|---------------------------------------------|
| Police SPoC | Title: Sector Inspector – Bracebridge Heath |
| | Contact details: 01522 805708 |
| RAF Waddington SPoC | Title: O.I.C. Police Flight |
| | Contact details: 01522 727007 |
- 8.2 SPoCs must meet regularly to discuss and prioritise incidents of criminal or anti-social behaviour. SPoCs have a responsibility to create a file or folder that can record each individual request for information and the decision made. It must include copies of the request for information, details of the data accessed and notes of any meeting, correspondence or phone calls relating to the request.
- 8.3 Any request for information must meet one or more of the policing purposes.
- 8.4 Within Lincolnshire Police, the file ***will be held and managed by the Sector Inspector – Bracebridge Heath.*** This arrangement must be replicated within RAF Waddington.
- 8.5 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.

9. SPECIFIC PROCEDURES

- 9.1 Handling Requests for Information – all requests for information must be made in writing using Form A - Request for Personal Information.
- 9.2 The decision to provide information will be documented on Form B – Response to Request for Information. Both Form A and Form B will be retained by the Police SpOC within the file created for such purpose.
- 9.3 Requests may be made by fax but care must be taken where personal information is

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shared. Similarly, requests and replies should not be communicated via e-mail as the internet is not secure for the transition of personal and sensitive personal information.

- 9.4 Requests for information may be made by telephone in cases of emergency, for example, where there is a risk of immediate violence by using the '999' system. If the need for the request falls outside normal office hours, or the identified Police SPoC is not available, and the need is still 'urgent' but not an emergency, the request should be made to the Force Command and Control Centre (FCCC) Tel: 01522 532222. In both circumstances, the request will be directed to the duty Inspector (if available) or the duty supervisor, who will make the decision to release information. Form MoPI 1 Request for Information, will be completed on behalf of the requestor by the Duty Inspector/Supervisor, and information released will be documented thereon. Upon completion and release of information, both Form MoPI 1 will be forwarded to the identified SPoC, who will, upon receipt of the form, file it in alphabetical order within the file set up specifically for use with the named partner.
- 9.5 Replies to requests must be made within ten working days.
- 9.6 The Police SPoC will submit any information received from RAF Waddington, as a result of a request for information, if relevant, via the 5x5x5 system into the Lincolnshire Police intelligence systems in a timely, accurate and proportionate manner.

Information Requested by RAF Waddington, Prior to Conviction or Caution:

- 9.7 In some cases, civil/military proceedings may be a more appropriate route to take than a criminal prosecution. Where this occurs, it will be the responsibility of the police to determine whether or not they will support civil/military proceedings.
- 9.8 Where RAF Waddington requests information about a particular individual when a criminal investigation has already started, any decision on whether or not to proceed with a criminal prosecution must be referred to the designated police officer who will liaise with the Crown Prosecution Service. This is particularly important in cases involving child abuse, domestic violence and incidents where Covert Human Intelligence Sources (CHISs) have been tasked.
- 9.9 Where a criminal prosecution is pending and RAF Waddington wishes to pursue civil/military proceedings in advance of a prosecution, a police officer can only provide factual information with the prior consent of the Crown Prosecution Service. The police cannot provide opinion evidence.
- 9.10 Where a complaint of anti-social behaviour has been made against a member of service personnel, or civilian support staff based at RAF Waddington, both partners can share information (providing that it meets a policing purpose and satisfies the principles of the Data Protection Act), to help decide what course of action, if any, to take against that individual. Such disclosures will only deal with the incident or offences that have occurred, and will be aimed at deciding on the course of joint action, if required. All decisions must be recorded.
- 9.11 Where more serious allegations are made against a member of service personnel, or civilian support staff based at RAF Waddington,, the nominated officer from RAF Waddington must write to Lincolnshire Police informing them that action is being considered. The individual's name and address should be shared with the police to enable officers to carry out a search. This may include details on:
- Events witnessed by a police officer;
 - Evidenced incidents at the address or the immediate locality;
 - Warrants executed;

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- Persons arrested;

9.12 Officers attending incidents should make detailed pocket book entries of any complaints or statements obtained during criminal investigations. These complaints or statements can only be shared with RAF Waddington with the individuals written permission and only once the criminal proceedings have been completed.

Information Requested by RAF Waddington, Post Conviction, or Caution

9.13 Where the criminal process is complete, copies of relevant police statements may be released to RAF Waddington. Statements obtained from witnesses will also be released provided the appropriate written consent has been given.

9.14 Convictions that are spent within the meaning of the Rehabilitation of Offenders Act will not be disclosed.

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. The force may also want to request a copy of the partner's information security policy (where it exists) when sensitive personal data is to be shared.

10.2 Files containing information from partner sources will be reviewed in line with force policy.

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

10.4 RAF Waddington Managers will ensure that access to information received from the police will only be granted to those staff who need to see the information.

11. REVIEW OF THE INFORMATION SHARING AGREEMENT

11.1 This Information Sharing Agreement will be reviewed six months after its implementation and annually thereafter. 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. INDEMNITY

12.1 RAF Waddington, 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.

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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.

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

Signed on behalf of Lincolnshire Police _____

Title: _____

Rank / Position: _____

Date: _____

Signed on behalf of RAF Waddington _____

Title: _____

Rank / Position: _____

Date: _____