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INFORMATION SHARING AGREEMENT

INFORMATION SHARING AGREEMENT (ISA)

BETWEEN

SKEGNESS SHOPWATCH SCHEME

AND

LINCOLNSHIRE POLICE

Version 1.0

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SUMMARY SHEET

INFORMATION SHARING AGREEMENT

ISA Ref:	LP013/E - Skegness Shopwatch Scheme
PURPOSE	To create a system for the formal exchange of information and intelligence between the police, and members of the Skegness Shopwatch Scheme, with the intention to prevent, detect, and/or reduce crime in the Skegness Town Centre.
PARTNERS	Lincolnshire Police Skegness Shopwatch Scheme.
Date Agreement comes into force:	22 nd December 2008.
Date of Agreement Review:	Six months after coming into force, then annually
Agreement Owner:	Lincolnshire Police
Agreement drawn up by:	PC 181 ST QUINTON
Location of Signed Agreement in force:	Information Management Unit, Force HQ
Protective Marking:	Not protectively marked.

VERSION RECORD

Version No.	Amendments Made	Authorisation
001	INITIAL DRAFT	PC 181 ST QUINTON
1.0	Authorised	Mr. D. Massey – ISA officer
00		

NOT PROTECTIVELY MARKED**1. INTRODUCTION**

- 1.1 Lincolnshire Police are committed to partnership working and continually look 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 police and members of the Skegness Shopwatch Scheme to work together to alleviate crime in Skegness Town Centre, and provides a framework for action.

2. PURPOSE

- 2.1 The purpose of this agreement is to enable action to be taken against crime involving theft, burglary, robbery and other related commercial premises offences. It will incorporate measures aimed at:
- Facilitating a coordinated approach that targets crime
 - Facilitating the collection and exchange of relevant information
 - The pursuit of criminal proceedings – either by Lincolnshire Police or the members of the Skegness Shopwatch Scheme.
 - Ensuring that the sharing of information meets one or more of the policing purposes.
- 2.2 It also seeks to increase the confidence of Shop owners and management, while encouraging their support to enable Lincolnshire Police to combat crime which occurs in the Skegness Town.

3. PARTNER(S)

This agreement is between the following partners:

**Skegness Shop Watch Scheme, C/O Spalls, 118 Lumley Road,
Skegness, PE25 3NA**

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

4. POWER(S)

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 (Sections 29(3) & 35 (2))
- The Human Rights Act 1988 (Article 8)
- Fraud Act 2006
- The existing Retail Crime Initiative

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 recognize that any

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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 (statistics) information relating to crimes of Theft, Burglary, Robbery and Fraud in the Lincolnshire Police area.
- Evidence relating to a conviction for an arrestable offence associated with Theft, Burglary, Robbery and Fraud, providing that the conviction is not spent under the Rehabilitation of Offenders Act 1974.
- Evidence relating to a Caution accepted by an accused for an arrestable offence associated with Theft, Burglary, Robbery and Fraud offences.
- Information between the two parties will be exchanged for the sole purpose of preventing and detecting crime relating to Theft, Burglary, Robbery and Fraud offences.
- Details of any incident relating to Theft, Burglary, Robbery and Fraud offences, which occur nationally, with the view of preventing offences in-line with national trends.
- Photographs of individuals convicted of Theft, Burglary, Robbery and Fraud offences, where current information/intelligence suggests that they may still be active within the Skegness Town area.

6.2 Members of the Skegness Shop Watch Scheme will share:

- Information / evidence received involving the offences of Theft, Burglary, Robbery and Fraud occurring in or effecting the Lincolnshire Police area.
- Evidence from internal shop CCTV schemes (where they exists) in relation to offences committed therein.

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/destroyed, 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 purposes 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 member of the Skegness Shop Watch Scheme must appoint a single point of Contact (SPOC) who must work together with the police SPoC, to jointly solve problems, which occur in the Town Centre. The sharing of information must only take place where it is valid and legally justified.

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Police SPoC

Title: Divisional Intelligence Unit manager

Contact Details : 01754 614366

- 8.2 The Skegness Shop Watch Scheme will maintain a register of all members who are part of the agreement, and identify the Single Point of Contact within the register.
- 8.3 The SPoC's will create a file that can record each individual request for information and the decision made. It must include copies of all the requests for information, details of the data accessed and notes of any meeting, correspondence or Phone Calls relating to the request.
- 8.4 Any request for information must meet one or more of the policing purposes.
- 8.5 Within Lincolnshire Police the file will be held and ***managed by the Divisional Intelligence Unit Manager***, within the Skegness Divisional Intelligence Unit.

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. Copies of 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 shared, Similarly requests and replies should not be communicated via e-mail as the internet is not secure for the transmission of personal and sensitive personal information, unless both parties to the agreement have access to secure e-mail facilities.
- 9.4 Replies to requests must be made within ten working days.

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 will delete/destroy it when it is no longer required. 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 Skegness Shopwatch Scheme members will ensure that access to information 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**NOT PROTECTIVELY MARKED**

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12.1 Members of the Skegness Shop Watch Scheme, 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

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 Skegness Shopwatch Scheme _____

Title: _____

Rank / Position: _____

Date: _____

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