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**INFORMATION SHARING AGREEMENT**

**INFORMATION SHARING AGREEMENT (ISA)**

**BETWEEN**

**SLEAFORD PUBWATCH SCHEME**

**AND**

**LINCOLNSHIRE POLICE**

Version 1.0

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**SUMMARY SHEET**

INFORMATION SHARING AGREEMENT
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<b>ISA Ref:</b>	LP018/W - Sleaford Pubwatch Scheme
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<b>PURPOSE</b>	To create a system for the formal exchange of information and intelligence between the police, and members of the Sleaford Pubwatch Scheme, with the intention to prevent, detect, and/or reduce alcohol related crimes, and crimes potentially associated with licensed premises in the Sleaford Urban area.
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<b>PARTNERS</b>	Lincolnshire Police  Sleaford Pubwatch Scheme.
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<b>Date Agreement comes into force:</b>	6 <sup>th</sup> May 2010
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<b>Date of Agreement Review:</b>	Six months after coming into force, then annually
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<b>Agreement Owner:</b>	Lincolnshire Police
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<b>Agreement drawn up by:</b>	Miss Lucy Chapman – ISA Officer
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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	INITIAL DRAFT	Miss Lucy Chapman – ISA Officer
1.0	Authorised	Miss Lucy Chapman – 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 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 Sleaford Pubwatch Scheme to work together to alleviate crime in the Sleaford urban area, 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 violence; alcohol abuse; public order; drugs supply/possession/use, and information relating to personal safety of staff and door supervisors. 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 by Lincolnshire Police.
  - 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, whilst encouraging their support, to enable Lincolnshire Police and Licensed premises owners and management, to combat crime and anti social behaviour, which occurs in the Sleaford urban area.

## 3. PARTNER(S)

This agreement is between the following partners:

**Sleaford Pubwatch Scheme. PO Box 9863, Sleaford, NG34 4DS**

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))

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- The Human Rights Act 1988 (Article 8)
- The National Pubwatch Protocols

**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:

- Redacted and de-personalised (statistics) information relating to crimes of violence, alcohol related, anti social behaviour, public order and illegal drugs in the areas of, or within licensed premises within the Sleaford area.
- Redacted evidence relating to a conviction for an arrestable offence associated with violence, alcohol related, public order related and/or illegal drug related, providing that the conviction is not considered spent under the Rehabilitation of Offenders Act 1974, see Appendix 2;
- Redacted evidence relating to a conditional caution accepted by an accused for an arrestable offence associated with violence, alcohol related, public order related and/or illegal drugs related, where the date of the conditional caution is less than three months from the disclosure date; providing that the conditional caution is relevant to the request and the disclosure of information can be justified on the grounds that it falls within a policing purpose;
- Information between the two parties will be exchanged for the sole purpose of preventing and detecting crimes relating to violence, alcohol related, public order related and/or illegal drug related offences.
- Redacted details of any incident relating to violence, alcohol related, public order related and/or illegal drug related offences, which occur nationally, with the view of preventing offences in-line with national trends.
- Photographs of individuals convicted of violence, alcohol related, public order related and/or illegal drug related offences, where current information/intelligence suggests that they may still be active within the Sleaford area, providing that the information disclosed does not relate to a conviction or caution that is considered spent under the Rehabilitation of Offenders Act 1974, see Appendix 2
- Photographs of individuals who have been banned from entering licensed premises within the Sleaford urban area, either by the Pubwatch scheme itself, or by order of a court, providing that the information is relevant to the request and the disclosure of information can be justified on the grounds that it falls within a policing purpose.

6.2 Members of the Sleaford Pubwatch Scheme will share:

- Information / evidence received involving the offences of violence, alcohol related,

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public order related and/or illegal drug related offences, occurring in, or immediately outside premises of the Sleaford Pubwatch Scheme members.

- Evidence from internal licensed premises CCTV schemes (where they exist) in relation to offences committed therein.
- Details of any individual banned from premises of the Pubwatch scheme and detailed circumstances surrounding the banning.

**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.
- 7.4 Any information shared must be handled and stored in accordance with the Government Protective Marking Scheme, see Appendix 1.

**8. ROLES AND RESPONSIBILITIES UNDER THIS AGREEMENT**

- 8.1 The Sleaford Pubwatch 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.
- |                        |  |
|------------------------|--|
| Police SPoC            | Title: Sleaford Sector Inspector<br>Contact Details: 01529 302420 ext 3820 |
| Sleaford Pubwatch SPoC | Title: Role – Sleaford BID Manager<br>Contact Details: 01529 308411        |
- 8.2 The Sleaford Pubwatch Scheme will maintain a register of all members who are part of the agreement, and identify the Single Point of Contact for each member 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.
- Policing Purposes are defined as:
- Protecting life and property;
  - Preserving order;
  - Preventing the commission of offences;

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- Bringing offender to justice, and
- Any duty or responsibility arising from common or statute law.

8.5 Within Lincolnshire Police the file will be held and ***managed by the Sleaford Sector Inspector***, within the Sleaford Divisional Headquarters.

**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. A telephone call must be made prior to the fax being sent to ensure that the correct recipient is there to receive the fax. 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. Unless, both partners to the agreement have access to **secure** e-mail facilities. For example, email addresses containing one of the following; gsi; pnn; gse; gsx; cjsm; nhs.net; GCSx. Royal Mail Recorded Delivery is also acceptable.
- 9.4 Replies to requests must be made within ten working days.
- 9.5 Any photographs provided **will not** be displayed in any public areas of the premises, but will be retained within the 'private' parts of the premises so that they can only be viewed by the licensee and bar staff/door supervisors.
- 9.6 Once the reason for the supply of the photograph is no longer valid, the photograph will be returned to any Pubwatch Officer for destruction.

**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 Sleaford Pubwatch 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

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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 Members of the Sleaford Pubwatch 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 Sleaford Pubwatch  
Scheme



Title:

Rank / Position: Sleaford BID Manager

Date: 4<sup>th</sup> May 2010

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Appendix 1

### SENSITIVE DOCUMENTS SUPPLIED BY LINCOLNSHIRE POLICE – SECURITY REQUIREMENTS

Some of the electronic or hardcopy documents that you receive from Lincolnshire Police will contain sensitive or personal information. These documents will be provided to you on the understanding that you apply the protective measures described below.

#### GENERAL REQUIREMENTS

You must only use the information supplied by Lincolnshire Police for one or more of the following purposes:

- For the detection or prevention of crime;
- As specified in an Information Exchange Protocol that has been agreed between your organisation and Lincolnshire Police;
- For a specific purpose that has been agreed, in writing, by Lincolnshire Police.

You may not disclose, copy, or onwardly transmit information provided by Lincolnshire Police without its express, written permission, unless this is permitted within the terms of an Information Exchange Protocol agreed between your organisation and Lincolnshire Police.

You may only retain the information for a period of time that will enable you to fulfil the purpose for which it has been provided. The information must then either be securely destroyed or returned to Lincolnshire Police as detailed in these instructions. It is your responsibility to contact Lincolnshire Police to establish if any relevant change has occurred since the information was provided to you, and upon which you intend to base any decision or action.

#### PROTECTIVE MARKING & ASSOCIATED HANDLING RULES

Documents that contain sensitive information will usually display a protective marking on the top and bottom of each page. This indicates how sensitive the information is, and determines the protective measures that need to be applied to it. The appropriate measures for each marking are shown below.

	RESTRICTED	CONFIDENTIAL
STORAGE OF PAPERS	Protected by <u>one</u> barrier, e.g. a locked container (restricted access) within a secure building.	Protected by <u>two</u> barriers, e.g. a locked container in a locked room (both with restricted access) within a secure building.
DISPOSAL OF PAPERS	Shred in a strip or cross-shredder or return to Lincolnshire Police.  <b>Keep secure if storing prior to disposal.</b>	Shred in a cross-shredder or return to Lincolnshire Police.  <b>Keep secure if storing prior to disposal.</b>

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<b>DISPOSAL OF FLOPPY DISKS &amp; CDs</b>	Dismantle floppy disks. Cut inner disks or CDs into quarters (at least). Dispose with non-restricted waste.	Dismantle floppy disks. Cut inner disks or CDs into quarters (at least). Dispose with non-restricted waste.
<b>MOVEMENT WITHIN YOUR ORGANISATION</b>	By trusted hand OR in a sealed envelope or container with the protective marking & descriptor shown. Include a copy of these instructions inside.	By trusted hand OR in a sealed envelope or container with the protective marking & descriptor shown. Include a copy of these instructions inside.
<b>RETURN TO LINCOLNSHIRE POLICE</b>	By trusted hand in a sealed envelope or container, OR by recorded delivery or courier service in a sealed envelope with no protective marking or descriptor shown (other than PERSONAL or PRIVATE), & addressed to an individual by name or appointment.	By trusted hand in a sealed envelope or container, OR by Special delivery or courier service in a sealed envelope using double envelopes, both fully addressed but with the <b>protective marking shown on the <u>inner</u> envelope only.</b>  Provide a return address on the <u>outer</u> envelope.

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Appendix 2Rehabilitation PeriodsTABLE A:Rehabilitation periods subject to reduction by half for persons [under 18]


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Sentence	Rehabilitation period
A sentence of imprisonment [detention in a young offender institution][or youth custody] or corrective training for a term exceeding six months but not exceeding thirty months.	Ten years
A sentence of cashiering, discharge with ignominy or dismissal with disgrace from Her Majesty's service.	Ten years
A sentence of imprisonment [detention in a young offender institution][or youth custody] for a term not exceeding six months.	Seven years
A sentence of dismissal from Her Majesty's service.	Seven years
Any sentence of detention in respect of a conviction in service disciplinary proceedings.	Five years
A fine or any other sentence subject to rehabilitation under this Act, not being a sentence to which Table B below or any of subsections (3) [(4A)] to (8) below applies.	Five years
Absolute discharge	Six months (this is the same for people aged 17 or under when convicted.)

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\*The Criminal Justice and Immigration Act 2008 states that simple cautions, reprimands and warnings are considered immediately spent and should not be disclosed. However, these changes should not affect the protection of children and vulnerable people, cautions for most sex offences trigger sex offender registration requirements.

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**TABLE B****Rehabilitation periods for certain sentences confined to young offenders**


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<b>Sentence</b>	<b>Rehabilitation period</b>
A sentence of Borstal training.	Seven years
[A custodial order under Schedule 5A to the M4Army Act 1955 or the M5Air Force Act 1955, or under Schedule 4A to the M6Naval Discipline Act 1957, where the maximum period of detention specified in the order is more than six months.]	[Seven years]
[A custodial order under section 71AA of the Army Act 1955 or the Air Force Act 1955, or under section 43AA of the Naval Discipline Act 1957, where the maximum period of detention specified in the order is more than six months.]	[Seven years.]
A sentence of detention for a term exceeding six months but not exceeding thirty months passed under [section 91 of the Powers of Criminal Courts (Sentencing) Act 2000] or under section [206 of the Criminal Procedure (Scotland) Act 1975].	Five years
A sentence of detention for a term not exceeding six months passed under either of those provisions.	Three years
An order for detention in a detention centre made under [section 4 of the Criminal Justice Act 1982,] section 4 of the M7Criminal Justice Act 1961 . . .	Three years
[A custodial order under any of the Schedules to the said Acts of 1955 and 1957 mentioned above, where the maximum period of detention specified in the order is six months or less.]	[Three years]
[A custodial order under section 71AA of the said Acts of 1955, or section 43AA or the said Act of 1957, where the maximum period of detention specified in the order is six months or less.]	[Three years.]

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The Crime and Disorder Act 1998 introduced a new custodial sentence for young people with different rehabilitation periods:

<b>Sentence</b>	<b>Rehabilitation period People aged 12, 13 or 14 when convicted</b>	<b>Rehabilitation period People aged 15, 16 or 17 when convicted.</b>
Detention and training order of 6 months or less	One year after the order expires.	Three and a half years
Detention and training order more than 6 months.	One year after the order expires.	Five years.

With some sentences the rehabilitation period varies:

<b>Sentence</b>	<b>Rehabilitation period</b>
Probation, supervision , and care order,	Five years.
Conditional discharge and bind-over.	One year or until the order expires (whichever is longer)
Secure training (abolished in 2000) and attendance centre orders.	One year after the order expires.
Hospital order (with or without a restriction order).	Five years or two years after the order expires (whichever is longer).
Referral order	Once the order expires.