

Lincolnshire Police

Policy Document



Partner agency disclosure policy PD 134

Policy document information

Reference number:	PD 134
Policy sponsor:	Chief Technology & Information Officer – Mark Atton
Policy owner:	Head of IMU – Jen Johnson
Reviewing officer:	Data Protection Supervisor – Jana Randle
Publication date:	November 2025
Review date:	November 2027

Version history

Version	Date	Reason for issue
10	November 2017	Annual Review
11	May 2018	Changes due to Legislative compliance and GDPR
12	November 2019	Biennial Review - Minor amendments made to the Policy and Appendices
13	November 2021	Biennial Review - Minor amendments made to the Policy and Appendices
14	November 2023	Biennial Review - Minor amendments made to the Policy and Appendices
15	November 2025	Biennial Review - Minor amendments made to the Policy and Appendices

Code of Ethics

All staff involved in carrying out functions under this policy and associated procedures and appendices will do so in accordance with the principles of the Code of Ethics. The aim of the Code of Ethics is to support each member of the policing profession to deliver the highest professional standards in their service to the public.

Legislative compliance

This document has been drafted to comply with the principles of the Human Rights Act. Proportionality has been identified as the key to Human Rights compliance, this means striking a fair balance between the rights of the staff and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

Equality and Diversity issues have also been considered to ensure compliance with the Equality Act 2010 and meet our legal obligation in relation to the equality duty. In addition, Data Protection, Freedom of Information and Health and Safety Issues have been considered. Adherence to this policy or procedure will therefore ensure compliance with all relevant legislation and internal policies.

Other legislation/law which this policy has been drafted to comply with:

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- [Crime and Disorder Act 1998](#)
- [H&S legislation](#)
- [Data Protection Act 2018](#)
- [UK General Data Protection Regulations \(UK GDPR\)](#)
- [Data \(Use and Access\) Act 2025](#)
- [Children Act 1989](#)
- [Police Act 1996](#)
- [The Rehabilitation of Offenders Act 1974](#)
- [Criminal Justice and Courts Services Act 2000, sections 67 & 68](#)
- [The Protection from Harassment Act 1997](#)
- [The Civil Evidence Act 1995](#)
- [The Crime and Disorder Act 1998 \(section 115\)](#)
- [Common Law Powers of Disclosure](#)
- [Working Together to Safeguard Children 2015](#)

Security classification

Policy to be published on Intranet: Yes

Policy to be published on Force Website: Yes

Authorised Professional Practice (APP)

This Policy has been checked against APP. Lincolnshire Police has adopted the APP provisions, with supplementary information contained herein, which reflects local practice and the needs of the communities served by Lincolnshire Police.

Those provisions are shown in the links below and can be accessed via the home page of the APP website:

<https://www.app.college.police.uk/app-content/information-management/sharing-police-information/>

1. Policy aims (Purpose)

- 1.1. This policy is in place to ensure that Lincolnshire Police provides the correct and relevant information to all the areas listed within part 2 below, to ensure the safeguarding of children and vulnerable adults, to protect the public from serious harm, to reduce any risk to staff members, the general public and to safeguard vulnerable adults and children. To provide correct and up to date information to prevent and/or reduce the risk of crime being committed and to provide relevant information to enable risk-based decision making to take place. To provide correct and up to date information to protect the public from serious harm. To provide relevant information to prevent and/or reduce any risk to staff members, the general public and to safeguard vulnerable adults and children. To provide correct up to date information in order to prevent and/or reduce the risk of crime being committed and to provide assistance with tenancy related issues and to provide housing and homeless assistance.
- 1.2. Full information on what is shared can be found in the individual Information Sharing Agreements (ISAs) that relate to the above Partner Agencies and are located on the Intranet.

2. Policy statement (Key information)

2.1. The principles and scope of the policy

2.1.1. This policy aims to cover sharing information with:

- Children's Services
- Children And Family Court Advisory and Support Services (CAFCASS)
- Probation Service
- NHS – Lincolnshire Partnership Foundation Trust (LPFT)
- EMS (Electronic Monitoring Services)
- Environment Agency
- Lincolnshire Community Safety Partnership
- Lincolnshire County Council Trading Standards Services
- Safer Housing Partnership
- Gangmasters and Labour Abuse Authority
- Security Industry Association (SIA)
- Department for Work & Pensions (DWP)

2.2.2. This Policy is in place to establish standardised sharing of information processes (see Appendices) between Partner Agencies, thereby assisting in the Force priorities of improving the safety of children and young people, as well as protecting the public and reducing risk of crime being committed and providing assistance with tenancy related issues and housing / homeless assistance.

2.2.3. It is a mandatory requirement that all requests for information are received on the appropriate request form and returned via the appropriate form (see Appendices for relevant forms).

2.2.4. All requests for information must meet one of the below policing purposes in order for the information to be disclosed:

- Protecting life and property
- Preserving order

- Preventing the commission of offences
- Bringing offenders to justice
- Any duty arising from statute or common law

2.2.5. At the time of disclosure or request, the Partner Agency Disclosure Officer will review all information held on an individual and update the designated systems accordingly with any information that is useful to the corporate knowledge of Lincolnshire Police and is not currently known.

2.2.6. The report is then passed to the Data Protection Supervisor to assess if the information is suitable for disclosure and for authorisation before releasing to our Partner Agencies in line with ISA guidelines.

3. Other related documents and appendices

3.1. Appendices:

- Appendix 1 – PADO Process Chart
- Appendix 2 – Form A(P698A) Standard
- Appendix 3 – Lincs CS Form
- Appendix 4 – External CS Form
- Appendix 5 – Form A – Probation
- Appendix 6 – Probation Pre-Cons Request Form
- Appendix 7 – EMS Request Form
- Appendix 8 – CAFCASS Form
- Appendix 9 – Disclosure of police information form

Related documents:

- Force Security Policy PD 55
- GSC Policy PD 228
- GPMS Policy PD 119
- Information Sharing Policy PD 132
- Information Management Strategy
- Review, Retention & Disposal (RRD) Policy PD 54
- Intelligence Policy PD 54

- Disclosure Policy PD 97
- Management of Police Information (MoPI) PD 118

4. Monitoring and review

- 4.1 Subject to any new legislation or changes in case law, which require immediate amendments, this document will be reviewed on a biennial basis by the Head of IMU.

5. Who to contact about this policy

- 5.1. This policy is owned by the Head of IMU and any enquiries about this policy should be directed to the Head of IMU.