**DURHAM CONSTABULARY**

**POLICY**

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| **Durham Constabulary Freedom of Information Act**  **Publication Scheme** | |
| **Name of Policy** | **Knowledge and Information Management Policy** |
| **Registry Reference No.** | **DCP 168** |
| **Policy Owner** | **Head of Business Innovation and Development Command** |
| **Date Approved** | **14 November 2018** |
| **Governance Board** | **Information Management Board** |
| **Life Span** | **3 years** |
| **Version** | **3.0** |
| **Protective Marking** | **OFFICIAL** |
| **Publication Scheme Y/N** | **Yes** |
| **All Durham Constabulary policies are drafted in accordance with Human Rights and Equality Legislation** | |

Version Control (The first final version of a document will be version 1.0, subsequent draft versions will increase by 0.1, e.g. 1.1, 1.2. When the revised document is deemed final, and agreed at the relevant Governance Board, this will then become version 2.0)

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| Date | Version | Reason for Change / Update & Comments | **Produced / Amended by** | **Reviewed / Agreed by** |
| Dec 2013 | 1.0 | Initial document – amalgamation of existing policies. | Produced for FLG approval by Force Knowledge Manager Teresa Ashforth | Force Leadership Group |
| Jan 2015 | 2.0 | Update GSC for final FLG approval.  Guidance documents linked. | Teresa Ashforth, Force Knowledge Manager | Force Leadership Group |
| November 2018 | 3.0 | Update of Policy and guidance in relation to Data Protection Act 2018. | Information Management Improvement Manager | Information Management Board |

**1.0 Name of Policy**

Knowledge and Information Management Policy

**2.0 Purpose and Scope**

The purpose of this policy is to:

* Ensure that within all force business areas, information for a policing and business purpose is lawfully collected, recorded, managed and readily accessible on demand;
* Promote consistent and appropriate management of all records throughout their lifecycle;
* Ensure that information for a policing and business purpose is processed accurately, correctly and consistently and in line with national standards and guidance;
* Ensure all information is captured and maintained in such a way that its evidential weight, integrity and compliance is not compromised at any time;
* Ensure that information for a policing and business purpose becomes a corporate resource and committed to corporate memory;
* Promote auditable decision-making and access controls;
* Maintain good practice with respect to information management;
* Reduce costs of records storage and management, including retrieval and controlled disposal.

**3.0 Motivation or Driving Forces**

Durham Constabulary has a duty to obtain and use information from a variety of sources (including special category data), in order to discharge its responsibilities effectively. This policy and associated guidance provides a mandate for the performance of all knowledge and information management functions.

**4.0 The Legal Basis and Legitimate Aims**

This policy has been drawn up within the context of:

* Management of Police Information (MoPI) Code of Practice and Guidance 2010
* Data Protection Act 2018, which incorporates the General Data Protection Regulation (GDPR)
* Protection of Freedoms Act 2012
* Relevant Authorised Professional Practice
* Regulation of Investigatory Powers Act 2000
* Data Retention and Investigatory Powers Act 2014
* Investigatory Powers Act 2016
* Freedom of Information Act 2000

This list is not exhaustive.

**5.0 Policy Statement**

This policy applies to all information (regardless of format) collected, recorded and managed for a policing and business purpose within Durham Constabulary. For the purposes of this policy, a policing purpose is defined as:

* Protecting life and property;
* Preserving order;
* Preventing the commission of offences;
* Bringing offenders to justice; and
* Any duty or responsibility of the police arising from common or statute law

All staff will ensure that information collected for a policing and business purpose is recorded in the appropriate format for the relevant business area, on force approved forms and / or force-wide computerised databases and equipment and is of a high quality. Very little force information should be recorded / retained in personal folders, as all force information should be readily accessible to other persons, on a need to know policing and business basis.

Information pertaining to data subjects (data subjects are living identifiable individuals / persons) must conform to the Data Protection Act 2018 (DPA 2018) principles and be:

* processed lawfully, fairly and in a transparent manner in relation to data subjects (‘lawfulness, fairness and transparency’ principle);
* collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes (‘purpose limitation’ principle);
* adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed (‘data minimisation’ principle);
* accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay (‘accuracy’ principle);
* kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the DPA 1998 and GDPR in order to safeguard the rights and freedoms of data subjects (‘storage limitation’ principle);
* processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures (‘integrity and confidentiality’ principle).

The Government Security Classification Scheme will be used for all records created for a policing and business purpose.

Security classifications indicate the sensitivity of information (in terms of the likely impact resulting from compromise, loss or misuse) and the need to defend against a broad profile of applicable threats. There are three levels of classification:

* **OFFICIAL** - The majority of information that is created or processed by Durham Constabulary will fall into this category. This includes routine business operations and services.
* **SECRET** - Very sensitive information that justifies heightened protective measures to defend against determined and highly capable threat actors. For example, where compromise could seriously damage the investigation of serious organised crime.
* **TOP SECRET** – The most sensitive information requiring the highest levels of protection from the most serious threats. For example, where compromise could cause widespread loss of life or else threaten the security or economic wellbeing of the country.

As a minimum, all Durham Constabulary information must be handled with care to comply with legal and regulatory obligations and reduce the risk of loss or inappropriate access. There is no requirement to mark routine OFFICIAL information.

In cases where there is a clear and justifiable requirement to reinforce the ‘need to know’, assets should be conspicuously marked: ‘OFFICIAL–SENSITIVE’.

Special handling instructions may be used in conjunction with a classification marking. These should be used sparingly and only when sensitivity justifies strict restrictions on information sharing.

Business Process and Information Asset Owners will ensure that the Knowledge and Information Management Policy and associated guidance are reflected in their respective system and procedure documents.

**6.0 Brief Description of the Attached Appendices**

All procedures, tactics and guidance relating to this policy are included on the Procedures, Tactics and Guidance document which accompanies this policy and is protectively marked as OFFICIAL-SENSITIVE. Procedures, tactics and guidance documents can only be shared with the policy owner’s permission.

**7.0 Monitoring and Review**

This policy will be reviewed every three years or sooner to take account of any new legislation, regulations or NPCC guidance.

The Force Information Management Board will oversee the implementation of this policy across the Force

The Head of the Business Innovation and Development Command has direct responsibility for maintaining this policy and providing advice and guidance on its implementation.

**8.0 Personal Data**

In order to carry out our policing purpose, Durham Constabulary may obtain, use and disclose personal information relating to a wide variety of data subjects.

Durham Constabulary takes the security of all personal information under our control very seriously. We will comply with the relevant parts of the legislation relating to security, and seek to comply with the College of Policing Information Assurance authorised practice, and relevant parts of the ISO27001 Information Security Standard.

For more information on how Durham Constabulary processes and handles information, please visit our website: <https://www.durham.police.uk/About-Us/Freedom-of-information/General/Pages/Privacy-Notice.aspx>

**9.0 How to Complain**

Any complaints about this policy should be made to the Deputy Chief Constable of Durham Constabulary at the following address:

**The Deputy Chief Constable**

Professional Standards & Legal Services Department

Peterlee Police Office

St Aidans Way

Peterlee

SR8 1QR

**Tel: 101 (Ask for the Supervisor on duty, in the area where the incident took place)**

**Email:** [complaints@durham.pnn.police.uk](mailto:complaints@durham.pnn.police.uk)