

Haringey's Crime and Disorder Information Sharing Protocol (ISP) – Guidance for Practitioners

This document provides a high-level summary of the main provisions of Haringey's Crime and Disorder Information Sharing Protocol (ISP).

1. Why have an ISP?

An ISP is a signed agreement between two or more organisations relating to a specified information sharing activity. An ISP explains the terms under which the organisations have agreed to share information and the practical steps that need to be taken to ensure compliance with those terms.

This guide is aimed at practitioners, and summarises how information can be shared within the terms of Haringey's Crime and Disorder ISP.

2. What types of information sharing activities are covered by this ISP?

This ISP is an agreement between Partner Organisations specifically to facilitate and govern the sharing of information (including photographs) relating to the prevention, detection and reduction of Crime and Disorder.

Examples:

- Crime and Disorder – for example, the police gather information to inform their operations or to present as evidence in a prosecution.
- Drafting Acceptable Behaviour Contracts (ABCs) and obtaining Anti-Social Behaviour Orders (ASBOs).
- Implementing the Government's Prolific and Other Priority Offender Strategy.
- Considering applying for possession orders as part of eviction proceedings.
- Deciding on applications for persons made homeless by the threat of violence or harassment.

3. What agencies are parties to this ISP?

(Please see the organisations as listed in Section 2 of Haringey's Crime and Disorder Information Sharing Protocol.)

4. When can information be shared?

It is best practice to obtain consent from the individual before their information is shared. However, this is not always possible or consent is refused. Not obtaining consent, or the refusal of an individual to give their consent, must not be used as

a reason for not sharing information. It is legitimate and lawful for the organisations that are part of this protocol to share information where it is necessary for the activities as previously outlined in this guidance (see Section 2).

No details of victims, witnesses or complaints should be disclosed without their consent unless there is an overriding 'public interest' in disclosure. Public interest criteria includes:

- administration of justice
- maintaining public safety
- apprehending offenders
- preventing crime and disorder
- detecting crime
- protecting vulnerable members of the community

5. Limitations on extent of the information being shared?

The information exchanged should be limited to information that is necessary for the information sharing activities that have already been mentioned in this guidance (see Section 2). In addition, in the case of the Homelessness Act 2002 and the Housing Acts 1985 & 1996, the information should be limited to:

- a. A summary of all visits to the premises as a result of relevant complaints or otherwise;
- b. A summary of any relevant incidents witnessed by Partner Organisation representatives;
- c. Details of relevant criminal convictions.

6. How to request and disclosure information under this ISP

(Please refer to the flowchart at the back of this document).

Officers must make written requests to share information using the standardised information sharing forms that are part of the ISPs. These forms can be found at Appendix B of Haringey's Crime and Disorder ISP. The use and retention of these forms will provide evidence that the correct procedures have been followed. These forms must be transmitted in a secure way. *(For more information about data security, see Section 5.14 of Haringey's Crime and Disorder Information Sharing Protocol)*

The 'Request/Disclosure Form' should be submitted to the Partner Organisation's Designated Liaison Officer (DLO). A table showing the contact details of this ISP's DLOs can be found in at the Appendix of the ISP. The DLOs are the key contacts within their respective originations for managing this ISP.

If the officer requesting information needs to obtain the individual's consent to share (see Section 5.5 of the ISP), then they must use the 'Consent Form' which can also be found in Appendix the ISP.

A reply to the officer's request should be made within five working days. The request must be in writing and on the 'Request/Disclosure Form'. Officers must remember to keep on the record a copy of the 'Request/Disclosure Form' (the record of the decision to share), in line with service procedures.

N.B. Routine bulk exchanges of information, such as a monthly transfer of a dataset, do not need to be exchanged under the terms of this ISP.

7. Some things to think about before providing the information

- How much information it is relevant/necessary to share
- Is the information fact or opinion (it should be clear to the requester)
- Whether the information is going to the right person
- Transferring the information securely

8. What to do if this ISP does not apply to your situation

ISPs are not required before personal information can be shared. The lack of an ISP must never be a reason for not sharing information that could help a practitioner deliver services.

9. Who to go to for more guidance on the operation of this ISP

Contact: Leo Kearse on 020 8489 1359, or
Feedback and Information Team on 020 8489 2517

10. Flowchart of key principles for sharing information under this ISP

