

**Safer Haringey**

**Crime and Disorder Information  
Sharing Protocol**

**A Practitioners' guide**

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

## 1. Why have an Information Sharing Protocol?

The effective and timely sharing of information is essential to deliver high quality services focussed on the needs of the individual. In Haringey, we encourage a culture where information is shared with confidence as part of routine service delivery. Sharing information is vital to prevent and detect crime and to ensure that our residents are protected from suffering harm from abuse or neglect.

The absence of a protocol should not prevent sharing information. If you need to share information outside of the terms of this protocol or with agencies that are not party to this protocol you should follow the guidance as outlined in Haringey's *Simple Guide to Sharing Information*, see page 9.

The guiding rule is: if you need to share information in order to protect someone from harm or criminal activity, you must do so.

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

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

This protocol applies to information sharing between Partner Organisations to facilitate and govern the sharing of information relating to the prevention, detection and reduction of crime and disorder in Haringey.

Examples of information sharing covered by this protocol:

- 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 organisations are parties to this protocol?

The organisations that are party to this protocol are listed on the final page of this guide.

An organisation not being a signatory to this protocol does not prevent sharing of information with that organisation. The lack of an information sharing protocol must never be a reason for not sharing information that could help a practitioner deliver services. Information can still be shared where there is consent or where there is a legitimate purpose and it is in the public interest.

## 4. When can information be shared?

It is best practice to obtain consent from the individual at the assessment or referral stage. (There is a 'Consent Form' at appendix D of the protocol that can be used if

signed consent has not already been obtained as part of the assessment or referral process).

However, obtaining consent is not always possible or consent may be refused. Not obtaining consent, or the refusal to give consent, must not be used as a reason for not sharing information. An individual's personal information can be disclosed without consent if there is an overriding 'legitimate purpose' and it is in the 'public interest' to disclose. Staff must always consider the safety and welfare of the client when making decisions on whether to share information about them. For example, where there is concern that a child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration.

However, in many cases, the aims for which information is shared under this protocol might be prejudiced if Partner Organisations were to seek consent. In such cases, the disclosing agency must consider possible grounds to override the consent issue. It is possible to disclose without consent if it is in the 'public interest'.

Legitimate purposes include:

- Preventing significant harm to a child or serious harm to an adult;
- Providing urgent medical treatment to an individual
- Implementing any of the following Acts: Crime and Disorder Act 1998, Homelessness Act 2002, Housing Act 1985 & 1996 Act, Anti-Social Behaviour Act 2003, Policing and Crime Act 2009

Public interest includes:

- Administration of justice
- Maintaining of public safety
- Apprehension of offenders
- Prevention of crime and disorder
- Detection of crime
- Protection of vulnerable members of the community

## 5. Extent of the information to be shared

Information should be shared if there is a need to know and:

- you have the client's consent; or
- there is a legitimate interest and sharing is in the public interest.

The information shared should be proportionate, i.e. limited to the information necessary for the purposes of the enquiry. If the purpose of the enquiry can be achieved using depersonalised information, then this should be the preferred method.

## 6. How to request and disclosure information under this protocol

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

Staff requesting information must use the 'Request/Disclosure' form attached to this guide.

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

Where appropriate, the requesting officer must supply the DLO from the Partner Organisation with evidence of the client's consent. A Consent form can be found in Appendix D the protocol.

The Designated Liaison Officer must ensure that a response to the request for information is given to the requesting officer within ten working days of receipt of the request. 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.

The requesting and disclosing officers will ensure that any personal information is transferred in secure manner

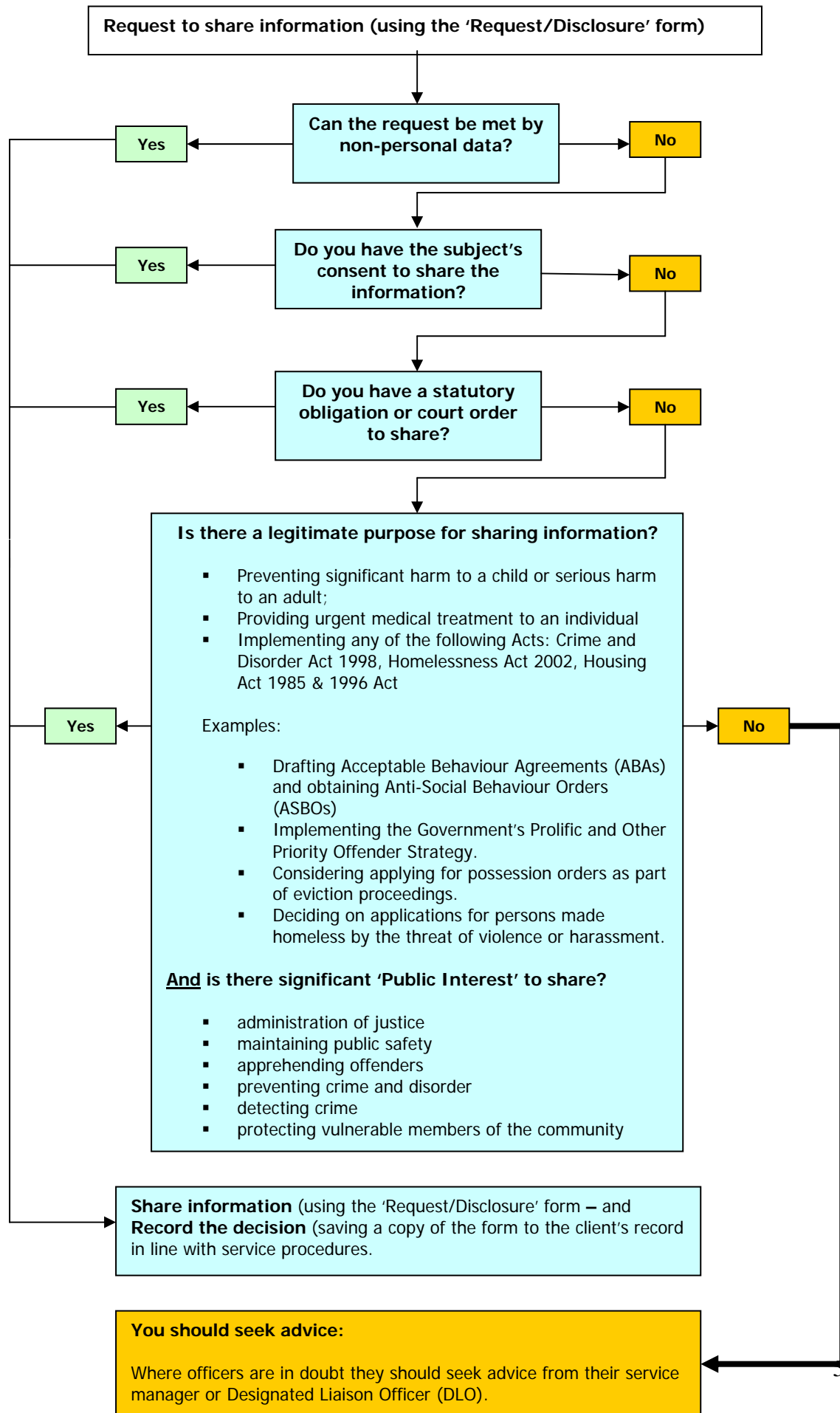
When the Metropolitan Police disclose any information under this protocol, it must be in line with the Government Protective Marking System (GPMS) and marked as **RESTRICTED**

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 protocol.

## **7. Who to go to for more guidance on the operation of this protocol**

Contact: Eliza Meechan (Haringey Council's Safer Communities Team) on 020 8489 2984

## Flowchart of key principles for sharing information under Haringey's Crime and Disorder Information Sharing Protocol



## Crime and Disorder Information Sharing Protocol Request/Disclosure Form

Requesting Officer's Ref:	
Disclosing Officer's Ref:	

**PART A – INFORMATION REQUESTED - (to be completed by requesting officer)**

**Information requested by:**

Name:	
Position:	
Organisation/Department:	
Address:	
Contact phone number:	
Email address:	

**Information requested:**

Describe the information required and the circumstance that have led to this request being made, including any names, addresses and dates of birth and state whether they are a victim, informant, witness, suspect or convicted offender.			
Name:			
Address:			
DOB(ddmmyy):			

Date information is required by (ddmmyyyy):			
If urgent, please state reason:			

If a VIW or CO <sup>1</sup> , has consent been obtained and included at Part B of this form?	
If not a VIW CO, or no consent has been obtained, is it in the public interest to disclose?	
Please state reason for public interest:	

**Under which piece of legislation: (please tick)**

Crime and Disorder Act	S115- Crime Reduction Strategy	<input type="checkbox"/>	S17 – Crime Reduction	<input type="checkbox"/>
	S1 – ASB	<input type="checkbox"/>	S2 – Sex Offender Orders	<input type="checkbox"/>
	S8 – Parenting Order	<input type="checkbox"/>	S11 – Child Safety Order	<input type="checkbox"/>
	S15 – Local Curfew Orders	<input type="checkbox"/>	Ss28-33 – Racially Aggravated Crimes	<input type="checkbox"/>
Housing Act	S84 – application for possession order			<input type="checkbox"/>

<sup>1</sup> Victim, Informant, Witness or Convicted Offender

Homelessness Act	S10 – application for re-housing	<input type="checkbox"/>
Other (please state)		<input type="checkbox"/>

Signature of requesting officer:		Date:			
----------------------------------	--	-------	--	--	--

---

**PART B - INFORMATION DISCLOSED – (to be completed by disclosing officer)**

Date request received:	
Disclosure Agreed:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for declining request (if applicable):	
Information attached to this form	Yes <input type="checkbox"/> No <input type="checkbox"/>

Information disclosed  (Continue on a separate sheet if necessary, and remember to attach any additional sheets to this form)	
---	--

**Information disclosed by:**

Name:	
Position:	
Organisation:	
Department::	
Address:	
Contact phone number:	
Email address:	

**Information disclosed to:**

Name:	
Organisation/Department::	
Contact phone number:	

**Delivery method (please mark as appropriate):** Post  Email  Fax  Other

Signature of disclosing officer: \_\_\_\_\_ Date supplied: \_\_\_\_\_



**Parties to this protocol:**

ASRA Greater London Housing Association  
British Transport Police  
CARA Irish Housing Association  
Christian Action Housing Association  
Circle 33 Housing Group  
Crown Prosecution Service  
Family Housing Association  
Genesis Housing Association  
Great Ormond Street Hospital (GOSH)  
Habinteg Housing Association  
Haringey Council  
HM Revenue & Customs  
Homes for Haringey  
Hornsey Housing Trust  
Innisfree Housing Association  
Kelsey Housing Association  
Ladybur Housing Co-operative Ltd  
London Fire Brigade  
London Probation Service  
London & Quadrant HSG Trust  
Mental Health Trust  
Metropolitan Housing Partnership  
Metropolitan Police Service  
Mosaic Homes  
Newlon Housing Trust  
NHS Haringey  
Novas Group  
Patchwork Housing Association  
Peabody Trust Housing Association  
Presentation Housing Association  
Sanctuary Housing Association  
Servite Houses  
Shian Housing Association Ltd  
St. Mungos Housing Association  
Teachers' Housing Association  
Transport for London  
Ujima Housing Group  
Victim Support Haringey

## Simple guide to information sharing

### Information sharing with consent

If you have the person's consent, then it is ok to share personal information about them. Obtaining explicit consent for information sharing is best practice in most situations but it is not always possible or appropriate to do so.

### Information sharing protocols

An Information Sharing Protocol (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. If there is an ISP applicable to your data sharing situation, you must follow that. ISPs are not required for information sharing. The absence of an ISP should not prevent sharing information.

### The Golden Rules<sup>2</sup> for information sharing

Where you are considering sharing information and you do not have the person's consent and there is not an ISP in place to govern that exchange of information; following the golden rules should ensure that you strike the correct balance between protecting people's privacy and ensuring that fellow practitioners have the information they need to deliver services.

- 1. Remember that the Data Protection Act is not a barrier to sharing information** but provides a framework to ensure that personal information about living persons is shared appropriately.
- 2. Be open and honest** with the person from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- 3. Seek advice** if you are in any doubt, without disclosing the identity of the person where possible.
- 4. Share with consent where appropriate** and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
- 5. Consider safety and well-being:** Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
- 6. Necessary, proportionate, relevant, accurate, timely and secure:** Ensure that the information you share is necessary for the purpose for which you are sharing it,

---

<sup>2</sup> The Golden Rules have been copied from "Information Sharing: Guidance for practitioners and managers" published by the Department for Children, Schools and Families, and Communities and Local Government.

is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.

**7. Keep a record** of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.