WARWICKSHIRE COMMUNITY SAFETY INFORMATION SHARING PROTOCOL

JOINT APPROACH TO MAKE WARWICKSHIRE A PLACE WHERE PEOPLE FEEL SAFE TO LIVE, WORK AND VISIT

COMMISSIONED BY THE SAFER WARWICKSHIRE PARTNERSHIP BOARD
September 2019
Contents

Page 3  Section 1   Introduction
Page 4  Section 2   Purpose of Information Sharing
Page 5  Section 3   Who Will Be Sharing Information?
Page 6  Section 4   What Is To Be Shared?
Page 7  Section 5   Fairness and Transparency
Page 8  Section 6   Arrangements for Data Sharing Within Multiagency Meetings
Page 9  Section 7   Process for Data Sharing Outside Meetings
Page 10 Section 8   Nominated Representatives
                Section 9   Data Controller Responsibilities
                Section 10  Agents and Sub-Contractors
                Section 11  Complaints
Page 11 Section 12  Non Compliance and Partner Disagreement
                Section 13  Data Breaches
Page 12 Section 14  Retention and Disposal
                Section 15  Access to Information and Mutual Assistance
Page 13 Section 16  Monitoring and Review
                Section 17  Indemnity
                Section 18  Change History
                Section 19  Effective Date

Page 14 Appendix 1  Legal Basis for Sharing Information
Page 15 Appendix 2  Do We Need This Information?
Page 17 Appendix 3  Sample confidentiality declaration sign-in sheet
Page 18 Appendices 4-18 Specific confidentiality declarations / data sharing agreements
                (one per setting in which data needs to be shared)
Page 33 Appendix 19  Request from external agencies to the Police for information
Page 35 Appendix 20  Request from Police to the external agencies for information
Page 38 Appendix 21  Safer Warwickshire Partnership Board Signatures
Page 40 Appendix 22  Additional Signatures
1. Introduction

1.1 The Safer Warwickshire Partnership Board aims to create safer communities through the reduction of crime and the promotion of safety.

1.2 The Board is responsible for putting in place an information sharing protocol to facilitate information sharing between responsible authorities for community safety in Warwickshire as required by the Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007 (Regulation 4). This should be agreed by all responsible authorities, statutory agencies and other groups providing community safety in the county (“Partner agencies”).

1.3 Responsible authorities as detailed by the Crime and Disorder Act 1998:

➢ Police
➢ Fire and Rescue Service
➢ Local Authorities
➢ Health
➢ Probation Service

1.4 The purpose of this information sharing protocol is to facilitate the secure sharing of information, including sensitive or confidential information, between Partner agencies in Warwickshire, govern the secure use and management of information and enable Partner agencies to meet their legislative obligations. Information sharing agreements such as this one have no statutory basis and do not substitute for appropriate controls within individual organisations when requesting, disclosing and transmitting personal data. They do, however, demonstrate cooperation between partners and the intent to share information securely and effectively.

1.5 This information sharing protocol provides specific details for information sharing within a community safety context. As well as setting out the general principles to be followed when sharing community safety information, it includes (as appendices) confidentiality declarations or where appropriate “Data Sharing Agreements” for each specific multiagency meeting where data needs to be shared. Additional appendices can be added as new groups or scenarios in which information needs to be shared emerge.

1.6 The settings currently covered in this protocol are as follows:

➢ Multi Agency Public Protection Arrangements (MAPPA) (see Appendix 4)
➢ Multi Agency Risk Assessment Conferences (MARAC) (see Appendix 5)
➢ Domestic Homicide Reviews (DHRs) (see Appendix 6 and 7)
➢ Anti-Social Behaviour (ASB) Case Management Groups (see Appendices 8-12)
➢ Integrated Offender Management (IOM) meetings (see Appendices 12-13)
➢ Early Help Locality Panels (see Appendix 14)
➢ Hate Incident Partnership Panels (see Appendix 15)
➢ Channel Panel (see Appendix 16)
➢ Stratford on Avon Serious and Organised Crime Operational group (see Appendix 17)
➢ Problem Solving meeting (see Appendix 18)
➢ Community Safety Partnership Meetings (CSP’s)

1.7 The protocol has been updated to reflect the new General Data Protection Regulation (“GDPR”) and Data protection Act 2018.
2. **Purpose of Information Sharing**

2.1 The purpose of this protocol is to facilitate the lawful exchange of information, other than anonymised information, in order to comply with the statutory duty placed on the responsible authorities (Local Authorities, Police, Fire and Rescue, Health and Probation) to work together to develop and implement a strategy and tactics for reducing crime and disorder, anti social behaviour and substance misuse. This includes when an individual poses a risk of harm to the community, specific potential victims or professionals and any other behaviour affecting the local environment.

2.2 This protocol will also extend to co-operating organisations and any other agency or organisation which is a signatory to the document.

2.3 Information sharing is the cornerstone of delivering shared understanding of issues and arriving at holistic solutions. Effective delivery relies on good decision making and those decisions should be based on good information. The right information enables partners to carry out evidence-based, targeted community safety interventions and evaluate their impact. The improved outcomes of an intelligence led, problem solving approach to community safety can only be achieved when partners have access to relevant, robust and up-to-date information from a broad range of sources.

2.4 Partners should also consider the likely effect of not sharing information, for example, harm to individuals, damage to their organisations’ reputation, a disconnect in partnership working and lack of understanding of problems.
3. **Who Will Be Sharing Information?**

3.1 Partners who are required to share information are named as the responsible authorities in the 1998 Crime and Disorder Act, as amended in the 2006 Police and Justice Act and 2009 Policing and Crime Act. These are the Police, all Local Authorities, Fire and Rescue Service, Clinical Commissioning Groups and Probation (National Probation Service and Community Rehabilitation Company).

3.2 Co-operating bodies under the Act may be asked to share information. These are the Parish Councils, School and College Governing bodies, Registered Social Landlords and agencies appropriate to the location or circumstances.

3.3 Various other bodies are named as invited participants under the Act and may also be asked to share data for crime and disorder purposes.

3.4 Wider partners may also be required to share information in specific circumstances. These could include schools, other health agencies and voluntary sector organisations.

3.5 Collectively, these organisations shall be referred to as “Partner agencies”. This protocol is approved by the Safer Warwickshire Partnership Board. Member organisations of this Board sign up to the principles of the protocol by virtue of their membership. Other partners can formally sign up to the protocol. To do so, or to check if an agency has signed up to the protocol, please email communitysafety@warwickshire.gov.uk.

3.6 Where an agency is not signed up to the protocol, but a partner/partners wish to share Shared Personal Data with them, extra care should be taken to ensure they understand how sensitive information they see should be shared and handled by providing a specific instruction and handling arrangement and ensuring the agency representatives sign a confidentiality agreement to confirm that they understand their responsibilities. A sample agreement for this can be found at Appendix 3.
4. **What Is To Be Shared? (Referred to as “Shared Personal Data”)**

4.1 The ‘Delivering Safer Communities’ guidance and the Crime and Disorder Act 2008 place a duty upon relevant authorities to share information. Additionally, Partner agencies have express and/or implied powers to share information as set out in legislation. (See Appendix 1 for a list of legislation. Note that this is not an exhaustive list)

4.2 Shared Personal Data will usually include information about the nature of the problem and, where relevant, personal data such as names, addresses and dates of birth of offenders, victims or witnesses.

4.3 Most of the Shared Personal Data will also include sensitive/special category/criminal offence personal data as defined in data protection legislation. Sharing of this type of sensitive information is allowed in lawful and appropriate circumstances. Any sharing of personal data including sensitive data known as special category data or criminal offence data must be undertaken in accordance with GDPR and Data Protection Act 2018.

4.4 In order to share appropriate information between partners there must be a lawful, defined and justifiable purpose(s) which supports the effective delivery of a policy or service that respects people’s expectations about the privacy and confidentiality of their personal information but also considers the consequences of a failure to act. This agreement is supplemented by a number of questions, included at Appendix 2, designed to ‘walk’ Managers/Designated Persons and other specialist support through a process to assess the impact and appropriateness of information sharing.

4.5 ‘Signatories’ to this protocol understand that Shared Personal Data will be shared at multi-agency meetings (see Section 6). For example, there may be meetings between members of staff from different agencies sharing information about a common case in order to build a foundation of accurate knowledge and evidence, to minimise the risk of harm to the community, whilst allowing proper management of the case. As well as meetings, the protocol also covers other forms of information exchange such as the ECINS case management system. The intention of this protocol is to cover all such information sharing provided the safeguards described within it are followed.

4.6 If any Shared Personal Data relates to an ongoing investigation or prosecution by any of the agencies then consultation must take place with the investigating officer and Crown Prosecution Service as the matter will be sub-judice. This will ensure that disclosure will not adversely prejudice the outcome of the matter.

4.7 Special care should be taken when considering the sharing of information that could constitute profiling, particularly of children. A legal justification must be available before any sensitive information is shared.
5. **Fairness and Transparency**

5.1 In the interests of fairness and transparency, partners agree to the following principles:

5.2 All information will be shared in a lawful manner. Any Shared Personal Data, including special category data and criminal offence data will be shared lawfully and in accordance with the data protection principles, GDPR and Data Protection Act 2018.

5.3 Data protection principles require individuals to make sure personal information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage.

5.4 Where possible, anonymised information will be used.

5.5 Where appropriate and where safe and possible, individuals will be requested to provide their 'consent to share' with appropriate partner agencies. This consent will be secured in accordance with the standards set out in the new General Data Protection Regulation.

5.6 Where it is not appropriate to seek informed consent, personalised information will only be shared if there is another lawful basis to share it under data protection legislation or where relevant one of the exemptions in the Data Protection Act 2018 (e.g. Crime and Taxation) applies. The questions listed at Appendix 2 help to assess the impact on service users of decisions relating to information sharing.

5.7 Data Protection Impact Assessments ("DPIA's") will be undertaken for each purpose or scenario in which different types of personal data will be shared, including new purposes or scenarios as they arise. It is recommended that Partner agencies shall be responsible for the completion and updating of the DPIA’s for each meeting they deliver.

5.8 Each organisation will have a nominated Data Protection Officer to oversee their information sharing responsibilities, and will be correctly registered with the Information Commissioner to share appropriate information.

5.9 Partner agencies shall be responsible for updating their privacy notices to provide details of information sharing and to inform individuals about the processing of their data.
6. **Arrangements for Data Sharing Within Multi-Agency Meetings**

6.1 Using the definitions in 6.4 of this agreement the chair of each meeting should designate the level of confidentiality appropriate to the information being shared at the outset and, where relevant, provide a confidentiality declaration sign-in sheet (Appendix 3) which states the data sharing requirements relevant to the meeting. If used, the chair should securely retain a copy of this confidentiality declaration sign-in sheet.

6.2 The parties to this protocol understand that in keeping with government initiatives to invite a wider spectrum of society to assist the relevant authorities to implement the Crime and Disorder Act 1998, it is likely that there will be individuals present at certain meetings who are not representing an organisation which is a signatory to this protocol. To allow for this, the signing-in sheet should state that the signatory agrees to abide by all the terms of this protocol.

6.3 It is good practice to use the Government Security Classifications. These set out levels of confidentiality and appropriate security measures. These classifications are the method by which the originator of an asset (that is all material assets, i.e. papers, drawings, images, disks and all forms of electronic data records) indicates to others the levels of protection required when handling the asset in question, in terms of its sensitivity, security, storage, movement both within the guidance and outside the originator’s own department or force and its ultimate method of disposal.

6.4 The levels of classification are:

**OFFICIAL** - all routine public sector business, operations and services.

**OFFICIAL – SENSITIVE** - a limited subset of OFFICIAL information that could have more damaging consequences (for individuals, an organisation or government generally) if it were lost, stolen or published in the media. In cases where there is a clear and justifiable requirement to share only on a need to know basis, the OFFICIAL–SENSITIVE classification should be used.

**SECRET** – Very sensitive information where compromise would directly threaten an individual’s life, liberty or safety or cause serious damage to the effectiveness or security of the UK.

**TOP SECRET** - Exceptionally sensitive information assets that directly support (or threaten) the national security of the UK or allies.

6.5 The chair of each multiagency meeting is responsible for ensuring the confidentiality declaration sign-in sheet is kept current and as far as they are able to, includes all legal requirements surrounding information sharing.
7. **Process for Data Sharing Outside Meetings**

7.1 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.

7.2 Information must be requested in a legally compliant manner, setting out the legal grounds for disclosure, for example if the Crime and Taxation exemption under the Data Protection Act (DPA) 2018 Schedule 2 Part 1 (2) is being relied on, then this should be formally set out and the specific details required. Where relevant, the Warwickshire Police access request forms (Appendix 18 and 19), or alternative official third party subject access request form where required by other partners, must be used.

7.3 Partners sharing information should make clear who the information can be shared with in their Privacy Notice and Record of Processing Activity (ROPA). Information shared should only be used for the purpose requested by the requesting partner and should not be shared further without consent of the information owner unless there is a legal obligation or other lawful basis for doing so.

7.4 Any data should be shared and stored in accordance with the relevant legislation. In particular, where the data to be shared is personal, a secure transmission system should be used, such as secure email or courier or hosted on a secure system shared by partners. All Partner agencies must have appropriate technical and organisational measures in place, having regard to the nature and sensitivity of the information, to ensure information security. This will include monitoring and auditing procedures as well as the ability to respond to any failure to adhere to the data sharing agreement swiftly and effectively and to report and personal data breach.

7.5 Any information shared should only be kept as long as it is necessary and then confidentially destroyed by all signatories in accordance with any relevant data retention and disposal policies.

7.6 Appendix 2 gives a checklist to help ensure that data is lawfully shared.
8. Nominated Representatives

8.1 Each partner organisation shall have a Designated Officer who will facilitate data sharing under this protocol where issues arise.

8.2 Any disputes or disagreements between parties, including why one agency decides not to share information with another, shall be resolved by discussion between the Designated Officers, if at all possible, or between the heads of each agency.

9. Data Controller Responsibilities

9.1 Data Controllers must make appropriate notifications of any data breaches to the Information Commissioner in compliance with the General Data Protection Regulation and in accordance with any guidance issued by the Article 29 Working Party and the Information Commissioner’s Office. This notification should include details of the Data Protection Officer or nominated contact.

10. Agents and Sub-Contractors

10.1 Each partner organisation shall ensure its agents and sub-contractors comply with the provisions of the protocol.

11. Complaints

11.1 Each partner organisation will deal with the complaints in accordance with their own procedures, which will ensure that:

- Service users are aware that they can complain and of how to go about it;
- Complaints are acknowledged promptly in writing;
- The complaint is investigated fairly and thoroughly;
- Service users are given an appropriate written response;
- If appropriate the appeals procedures are explained to the service-user.

11.2 If two or more partner organisations receive a complaint about the same matters, they should investigate and respond to the complaint jointly.

11.3 If a partner organisation receiving a complaint believes another partner organisation may be responsible, wholly or partly, for the matters complained of, it should notify the other organisation and the organisations should investigate and respond to the complaint jointly.
12. **Non Compliance and Partner Disagreement**

12.1 In the event of a suspected failure within their organisation to comply with this agreement, partner organisations will ensure that an adequate investigation is carried out and recorded. If the partner organisation finds there has been a failure it will ensure that:

- Necessary remedial action is taken promptly;
- Service users affected by the failure are notified of it, the likely consequences and any remedial action;
- Partner organisations affected by the failure are notified of it, the likely consequences and any remedial action.

12.2 If one partner organisation believes another has failed to comply with this agreement it should notify the other partner organisation in writing giving full details. The other partner organisation should then investigate the alleged failure. If it finds there was a failure, it should take the steps set out above. If it finds there was no failure it should notify the first partner organisation in writing giving its reasons.

12.3 Where it is clear that a partner organisation is not complying with this protocol, other partners may decide to stop sharing information until the issues are resolved.

12.4 More information about information sharing is available from the Information Commissioner. Go to [https://ico.org.uk/](https://ico.org.uk/)

12.5 Partner organisations will make every effort to resolve disagreements between them about personal information use and sharing. However, they recognise that ultimately each organisation, as Data Controller, must exercise its own discretion in interpreting and applying this agreement and ensuring compliance with the data protection legislation.

12.6 Nominated representatives should be notified at an early stage of any suspected or alleged failures in compliance or partner disagreements relating to their organisation.

13. **Data Breach.**

13.1 A data breach is where there has been a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of or access to personal data. Where there has been a data breach by or on behalf of a partner in respect of any Shared Personal Data, the partner agency where the data breach has occurred will inform all affected partners of the data breach immediately to enable them, where relevant, to meet their legal duty under GDPR to report personal data breaches within 72 hours.

13.2 The partner agency needs to take immediate action to recover the information, if safe to do so.

13.3 The partner agency where the breach has occurred shall conduct a full investigation of the breach and the findings of the investigation will be shared with the other partners and the Safer Warwickshire Partnership Board.

13.4 Partners need to formally record all data breaches in respect of personal data they are data controller in respect of, internally within their organisation and inform the Safer Warwickshire Partnership Board to ensure effective monitoring and reviews can take place.
14. Retention and Disposal

14.1 Partners must comply with their own agencies’ retention and disposal policies. These should cover both electronic and paper based information.

15. Access to Information and Mutual assistance

15.1 Partners must have in place policies to deal with people’s information rights under Freedom of Information (FOI) legislation, the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018.

15.2 Each Partner agency shall assist the other in complying with all applicable requirements of the Data Protection Legislation. In particular, each party shall:

➢ consult with the other partners about any notices given to data subjects in relation to the Shared Personal Data;
➢ promptly inform the other partners about the receipt of any data subject access request;
➢ provide the other partners with reasonable assistance in complying with any data subject access request;
➢ not disclose or release any Shared Personal Data in response to a data subject access request without first consulting the other partner wherever possible;
➢ assist the other partner, in responding to any request from a data subject and in ensuring compliance with its obligations under the Data Protection Legislation with respect to security, breach notifications, impact assessments and consultations with supervisory authorities or regulators;
➢ notify the other partner without undue delay on becoming aware of any breach of the Data Protection Legislation;
➢ at the written direction of the Data Discloser, delete or return Shared Personal Data and copies thereof to the Data Discloser on termination of this agreement unless required by law to store the personal data;
➢ use compatible technology for the processing of Shared Personal Data to ensure that there is no lack of accuracy resulting from personal data transfers; and
➢ maintain complete and accurate records and information to demonstrate its compliance with this clause.
16. Monitoring and Review

16.1 The Safer Warwickshire Partnership Board will annually monitor and review the contents and implementation of this Information Sharing Protocol. The review will have regard to:

- Changes in the relevant law and statutory or other government or national guidance;
- Service user and staff opinions, concerns and complaints;
- Failures in compliance and disagreements between partner organisations;
- Any other relevant information.

17. Indemnity

17.1 Each Partner shall indemnify the others against all liabilities, costs, expenses, damages and losses (including but not limited to any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs (calculated on a full indemnity basis) and all other reasonable professional costs and expenses) suffered or incurred by the indemnified partner arising out of or in connection with the breach of the Data Protection Legislation by the indemnifying partner, its employees or agents, provided that the indemnified partner gives to the indemnifier prompt notice of such claim, full information about the circumstances giving rise to it, reasonable assistance in dealing with the claim and sole authority to manage, defend and/or settle it.

18. Change History

<table>
<thead>
<tr>
<th>Version</th>
<th>Amended by</th>
<th>Amended date</th>
<th>Summary of main changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft v0.1</td>
<td>Katie Whitehouse</td>
<td>19/01/2018</td>
<td>Reviewed entire protocol agreed in December 2013. Updated in light of changes to legislation, regulation and policy.</td>
</tr>
<tr>
<td>Draft v0.2</td>
<td>Katie Whitehouse</td>
<td>20/02/2018</td>
<td>Updated to include partner feedback received ahead of SWPB meeting.</td>
</tr>
<tr>
<td>Draft v0.3</td>
<td>Alex Gloster</td>
<td>29/08/2018</td>
<td>Updated to include feedback from WCC Information Management Service.</td>
</tr>
<tr>
<td>Draft v0.4</td>
<td>Alex Gloster</td>
<td>10/01/2019</td>
<td>Appendices of local meetings information sharing agreement.</td>
</tr>
<tr>
<td>Draft v0.5</td>
<td>Cheryl Bridges</td>
<td>15/02/2019</td>
<td>Appendices amended, flow chart inserted, changes from SDC legal advice incorporated.</td>
</tr>
<tr>
<td>Draft v0.6</td>
<td>Cheryl Bridges</td>
<td>25/04/2019</td>
<td>Updated to include feedback from WCC Information Governance.</td>
</tr>
<tr>
<td>Draft v0.6</td>
<td>Cheryl Bridges</td>
<td>10/06/2019</td>
<td>Updated to include feedback from Partner agencies.</td>
</tr>
<tr>
<td>Draft v0.7</td>
<td>Cheryl Bridges</td>
<td>22/07/2019</td>
<td>Updated to include feedback from Warwickshire police.</td>
</tr>
<tr>
<td>Draft v0.8</td>
<td>Cheryl Bridges</td>
<td>09/09/2019</td>
<td>Updated to include WCC legal advice and feedback and to remove the appendix</td>
</tr>
</tbody>
</table>

19. Effective Date

19.1 This protocol is effective from an agreed common implementation date of 1st August 2019 and will be subject to an annual review to ensure it remains current and relevant.
Appendix 1 – Legal Basis for Sharing Information

There are a considerable number of Acts and Regulations that require or enable the sharing of information in respect of crime and disorder, including:

- Children Act 1989 and 2004
- Housing Act 1996
- Human Rights Act 1998
- Crime and Disorder Act 1998
- The Criminal Justice and Court Service Act 2000
- Sexual Offences Act 2003
- Domestic Violence Crime and Victims Act 2004
- Offender Management Act 2007
- The Police and Justice Act 2006, and the Crime and Disorder (Overview and Scrutiny) Regulations 2009 made under the Act
- Policing and Crime Act 2009
- Police Reform and Social Responsibility Act 2011
- Legal Aid, Sentencing and Punishment of Offenders Act 2011
- Crime and Courts Act 2013
- Care Act 2014
- Anti-Social Behaviour, Crime and Policing Act 2014
- Offender Rehabilitation Act 2014
- Counter Terrorism and Security Act 2015
- Serious Crime Act 2015
- Modern Slavery Act 2015
- General Data Protection Regulation 2018
- Data Protection Act 2018
Appendix 2 – Do We Need This Information?

1. Why do I want the information? Is sharing this information in the best interests of the victim, offender or vulnerable individual (1)?

2. Is there a sufficient need to know? If the information is shared will this make a difference to the service offered and to the outcomes for the victim, offender or vulnerable individual? Is it necessary for me to do my job or to fulfil a statutory duty?

3. Are the reasons for the request “proportionate” for the purpose e.g.
   - Are the reason or reasons for sharing information justifiable under Article 8 of the Human Rights Act?
   - Can less information be shared and still achieve the best interest of the victim, offender or vulnerable individual?
   - Is there another equally effective way of achieving the same aim? Can I share less information and still achieve the best interest of the victim, offender or vulnerable individual?
   - What is the impact of disclosure likely to be on the individual?
   - If the information requested is sensitive information (race or ethnicity, political or religious beliefs, health, sexual life, criminal offences, trade union membership), is it necessary to share this in order to meet the reason for sharing?

4. Is the information up to date and accurate? (Care should be taken when recording the name, date of birth and address to ensure that when data is merged from different agencies it relates to the same person). Also do I distinguish between fact and opinion or judgement?

5. Will the request involve secondary disclosure and if so do I need to check with the person who told me this information or wrote this report before I share it?

6. Have I got consent? If so is it recorded on a file or is there a consent form, are there any restrictions?

7. On the assumption that the consent cannot realistically be obtained or sought is there justification for sharing without consent, e.g. to protect the interests of the victim/offender?

8. Have I recorded that I have shared this information?

9. Am I sharing this information in a secure way?

10. Have I recorded this information in the relevant system(s)?

(1) A vulnerable individual for the purpose of this information sharing agreement is taken from the College of policing definition:
   - A person is vulnerable if, as a result of their situation or circumstances they are unable to take care of, or protect themselves or others, from harm or exploitation.
You are asked to share information

Is there a clear and legitimate purpose for sharing information?

YES

Do you have consent to share?

NO

Does the information enable an individual to be identified?

NO

Not sure

Seek Advice

YES

Have you identified a lawful reason to share information without consent?

NO

Do NOT share

Yes

Share information:

- Identify how much information to share.
- Distinguish fact from fiction.
- Ensure that you are giving the right information to the right individual.
- Ensure where possible, you are sharing the information securely.
- Inform the individual that the information has been shared if they were not aware of this, unless an exemption applies e.g. information is being shared to prevent or detect crime.

Record the information sharing decision and your reasons in line with your organisation or local procedures

If there are concerns that a child or vulnerable adult is in need, suffering or likely to suffer harm, then follow the safeguarding procedures without delay. Seek advice if unsure what to do at any stage and ensure that the outcomes of the decision is recorded.

Consent must be unambiguous, freely given and may be withdrawn at any time.
Appendix 3 – Sample confidentiality declaration sign-in sheet

Name of the meeting: Date of meeting:

Chair:

Purpose of the meeting:

Any personal information or sensitive personal information known as special category data disclosed to you during this meeting has been provided to you in strict confidence and for the purpose of:

1. The detection of crime and anti-social behaviour
2. The prevention of crime and anti-social behaviour
3. The apprehension of an offender for crime or anti-social behaviour
4. The prosecution of an offender for crime or anti-social behaviour

Subject to Section 115 Crime and Disorder Act 1998, the General Data Protection Regulations 2016/679 and Data Protection Act 2018 in particular exemptions to GDPR set out at Schedule 2 Part 1 Section 2 Data Protection Act 2018.

- The information shared is done so on a lawful basis. The lawful basis relied upon is to perform a task in the public interest. The lawful basis for processing special category data is in the substantial public interest for the administration of justice. Information should only be shared on a need to know basis and must not be disclosed to any third party, including the data subject and other staff who do not have direct involvement in the original purpose for which it was disclosed.

Further dissemination will only permitted where there is a lawful basis to do so.

- It must be stored securely and permanently deleted when it is no longer required for the purpose for which it is provided.
- Any Warwickshire Police information shared is only valid at the time of provision, and should only be used for the purpose as disclosed. It is only disclosed for the specific purpose given at the time of disclosure and should not be used for any other purpose.
- Any information shared will be proportionate and necessary for the purpose for which it is being shared.
- Where possible information shared must be handled and stored in accordance with the Government Security Classifications.
- All persons signing this document are duly authorised to act on behalf of their respective organisation to adhere to the conditions set out.

Please note, by signing this sheet you are agreeing to comply with the requirements of the Safer Warwickshire Partnership Board Community Safety Information Sharing Protocol and/or the specific Information Sharing Protocol applicable to this meeting.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Organisation Represented</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 4 – MAPPA

CONFIDENTIALITY & EQUALITY STATEMENTS

In working with offenders, victims and other members of the public, all agencies have agreed boundaries of confidentiality. The information contained in these MAPPA meetings respects those boundaries of confidentiality and is shared under an understanding that:

1) The meeting is called in circumstances where it is felt that the risk presented by the offender is so great that issues of public or individual safety outweigh those rights of confidentiality.

2) One or more of the following exemptions will probably apply to the minutes of the meeting under the Freedom of Information Act 2000:
   a) Investigations and proceedings by Public Authorities (s.30(1)(B))
   b) Health and Safety (s.38)
   c) Personal information (s.40);
   d) Information provided in confidence (s.41).

3) Where no exemptions apply, an individual’s own personal data will be released to them if they make a Subject Access Request under the Data Protection Act 2018.

4) The discussions and decisions of the meeting will involve in an interference with the offenders Article 8 rights to privacy and a private life. Such an interference must be justified on one of the following grounds that are found in Article 8.2 of the European Convention on Human Rights and be necessary and proportionate to the risk posed:
   a) Public safety;
   b) The prevention of crime and disorder;
   c) The protection of health and morals;
   d) The protection of the rights and freedom of others.

The minutes of the meeting will be marked OFFICIAL-SENSITIVE. Minutes should be stored in line with individual agencies’ policies on the retention of OFFICIAL-SENSITIVE information. Minutes must not be photocopied nor may the contents be shared outside of the meeting without the agreement of the meeting Chair. Permission must be sought from the Chair if it is essential that information is shared with another agency. The Chair will then consult all those whose information is contained in the minutes and decide what information can be shared (information shared will be on a need-to-know basis and must be proportionate and necessary).

Equality Statement

The MAPPA meeting must promote equal access to services for all groups, ensuring that their policies and procedures comply with Human Rights requirements and do not draw on stereotypical assumptions about groups of offenders or victims or contain any elements that will be discriminatory in outcome. The meeting must consider:

· if any of the nine protected characteristics set out in the Equality Act 2010 (i.e. age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation) apply to the offender or;
· whether other diversity issues that may affect the offender or have a bearing upon the risks he or she presents to others and how these can be managed.

PLEASE HAND BACK ALL MAPPA DOCUMENTATION PROVIDED AT PANEL BEFORE YOU LEAVE
Appendix 5 – MARAC confidentiality agreement

DATE OF MEETING:  
AREA:

CONFIDENTIALITY DECLARATION: AS READ BY THE MARAC CHAIR.
Information discussed by the agency representatives, within the ambit of this meeting, is strictly confidential and must not be disclosed by third parties who have not signed up to the Warwickshire ISP, without the agreement of the partners of the meeting. It should focus on domestic abuse and child protection concerns and a clear distinction should be made between fact and professional opinion. All agency representatives understand that the MARAC minutes may need to be shared with another MARAC following the Warwickshire MARAC. This would only be as part of the MARAC to MARAC referral in line with the MARAC Operating Protocol. Should any agency representative have any concerns regarding this option for any case, then they should be raised and addressed during the case discussion.

All agencies should ensure that all minutes and related documentation are retained in a confidential and appropriately restricted manner. These minutes will aim to reflect that all individuals who are discussed at these meetings should be treated fairly, with respect and without improper discrimination. All work undertaken at the meetings will aim to reflect that all individuals who are discussed at these meetings should be treated fairly, with respect and without improper discrimination. All work undertaken at the meetings will be informed by a commitment to equal opportunities and effective practice issues in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy, maternity, race, religion or belief, sex and sexual orientation.

The purpose of the meeting is as follows:
- To share information to increase the safety, health and well-being of victims adults and their children;
- To determine whether the perpetrator poses a significant risk to any particular individual or the general community;
- To construct jointly and implement a risk management plan that provides professional support to all those at risk and that reduces the risk of harm;
- To reduce repeat victimisation;
- To improve agency accountability; and
- Improve support for staff involved in high risk DV cases.
- The responsibility to take appropriate actions rests with individual agencies; it is not transferred to the MARAC it is to facilitate, monitor and evaluate effective information sharing to enable appropriate actions to be taken to increase public safety.

BY SIGNING THIS DOCUMENT WE AGREE TO ABIDE BY THESE PRINCIPLES.

<table>
<thead>
<tr>
<th>NAME</th>
<th>SIGNATURE</th>
<th>AGENCY</th>
<th>CONTACT DETAILS</th>
<th>TIME ATTENDING</th>
<th>TIME LEAVING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 6 – Domestic Homicide Reviews (DHRs) Confidentiality and diversity statement.

WARWICKSHIRE DOMESTIC HOMICIDE REVIEW
CONFIDENTIALITY & DIVERSITY STATEMENTS

Confidentiality Statement:
In working with offenders, victims and other members of the public all agencies have agreed boundaries of confidentiality.

The information contained in these DHRs Sub Group meetings respects those boundaries of confidentiality and is shared under an understanding that:

1) The meeting is called to oversee the DHRs’ meetings, share information, ensure that policies and procedures are followed and agree further actions.

2) These minutes are closed under the Freedom of Information Act 2000 under one or more of the following reasons:

   a) Investigations and proceedings by Public Authorities (S.30(1)(B))
   b) Health and safety (S.38)
   c) Personal information (S.40)
   d) Information provided in confidence (S.41)

3) The discussions and decisions of the meeting take account of Article 8.2 European Court of Human Rights, with particular reference to:

   a) Public safety
   b) The prevention of crime and disorder
   c) The protection of health and morals
   d) The protection of the rights and freedom of others

All documentation will be marked OFFICIAL - SENSITIVE.

These minutes should not be photocopied or the contents shared outside of the meeting without the agreement of the DHR Sub Group Chair. Minutes should be kept in the OFFICIAL-SENSITIVE or CONFIDENTIAL section of agency files.

If further disclosure within your agency is felt essential, permission should be sought from the Chair of this DHR Sub Group meeting and a decision will be made (share on a need-to-know basis, share information which is proportionate and necessary) as to what information can be shared.

Diversity Statement:
The work of DHR Sub Group is committed to equal access to services for all groups, particularly in relation to race, gender, gender identity, age, religious belief, sexual orientation and disability, and to ensuring that policies and procedures do not draw on stereotypical assumptions about groups or contain any elements that will be discriminatory in outcome. In undertaking its work, the agencies involved in DHR Sub Group will be sensitive and responsive to people’s differences and needs and integrate that understanding into the delivery of its function in order to ensure that nobody is disadvantaged as a result of their belonging to a specific social group.
Appendix 7 – Domestic Homicide Reviews (DHRs) Confidentiality declaration

[TO BE COMPLETED……..] Communities Partnership

Domestic Homicide Review [TO BE COMPLETED]

Confidentiality Agreement for Domestic Homicide Review and function of meeting the Confidentiality Statement

All members of the Domestic Homicide Review Panel (DHRP) need to be clear about the circumstances under which domestic homicide reviews are conducted and discussed at meetings and during the review process and the nature of the confidentiality in relation to this process.

The DHR Panel will make decisions as to whom and when the report or any part of it should be made. All agencies and DHR Panel members or deputies who are in receipt of the papers must agree to the following confidentiality agreement:

- All documentation is to be marked CONFIDENTIAL DRAFT – NOT TO BE DISCLOSED WITHOUT CONSENT OF DHRP and returned to the Chair.
- All agencies asked to adhere to their own Data protection procedures which include security of electronic data.
- All information discussed at DHRP meetings is STRICTLY CONFIDENTIAL and must not be disclosed to third parties without discussion and agreement with DHRP chair. The disclosure of information outside these meetings (beyond that which is agreed) will be considered as a breach of the subject’s confidentiality and a breach of the confidentiality of the agencies involved.
- As a member of DHRP all members will sign the confidentiality agreement below

<table>
<thead>
<tr>
<th>Name</th>
<th>Agency, Full Contact Details (postal address, telephone number and email)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Confidentiality Agreement for ASB Group and function of meeting the Confidentiality Statement

To be read and signed at the beginning of every Case Management meeting

All members of the group need to be aware of the confidentiality and sensitivity in relation to the discussion of ASB cases and Vulnerable Victims.

The group members or deputies who are in receipt of the papers must agree to the following confidentiality agreement:

1. All agencies asked to adhere to their own data protection procedures which include security of electronic data.
2. All information discussed at the ASB group is restricted and must not be disclosed to third parties without discussion and agreement with the ASB chair.
3. As a member of group all members will sign the confidentiality agreement below at each meeting

Any personal information or sensitive personal information known as special category data disclosed to you during this meeting has been provided to you in strict confidence and for the purpose of:

1. The detection of crime and anti-social behaviour
2. The prevention of crime and anti-social behaviour
3. The apprehension of an offender for crime or anti-social behaviour
4. The prosecution of an offender for crime or anti-social behaviour

Subject to Section 115 Crime and Disorder Act 1998, the General Data Protection Regulations 2016/679 and Data Protection Act 2018 in particular exemptions to GDPR set out at Schedule 2 Part 1 Section 2 Data Protection Act 2018.

- The information shared is done so on a lawful basis. The lawful basis relied upon is to perform a task in the public interest. The lawful basis for processing special category data is in the substantial public interest for the administration of justice. Information should only be shared on a need to know basis and must not be disclosed to any third party, including the data subject and other staff who do not have direct involvement in the original purpose for which it was disclosed.

Further dissemination will only permitted where there is a lawful basis to do so.

- It must be stored securely and permanently deleted when it is no longer required for the purpose for which it is provided.
- Any Warwickshire Police information shared is only valid at the time of provision, and should only be used for the purpose as disclosed. It is only disclosed for the specific purpose given at the time of disclosure and should not be used for any other purpose.
- Any information shared will be proportionate and necessary for the purpose for which it is being shared.
- Were possible information shared must be handled and stored in accordance with the Government Security Classifications.

All persons signing this document are duly authorised to act on behalf of their respective organisation to adhere to the conditions set out.

<table>
<thead>
<tr>
<th>Name</th>
<th>Agency, Full Contact Details (postal address, telephone number and email)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Confidentiality Agreement for ASB Group and function of meeting the Confidentiality Statement

Any personal information or sensitive personal information known as special category data disclosed to you during this meeting has been provided to you in strict confidence and for the purpose of:

1. The detection of crime and anti-social behaviour
2. The prevention of crime and anti-social behaviour
3. The apprehension of an offender for crime or anti-social behaviour
4. The prosecution of an offender for crime or anti-social behaviour

Subject to Section 115 Crime and Disorder Act 1998, the General Data Protection Regulations 2016/679 and Data Protection Act 2018 in particular exemptions to GDPR set out at Schedule 2 Part 1 Section 2 Data Protection Act 2018.

● The information shared is done so on a lawful basis. The lawful basis relied upon is to perform a task in the public interest. The lawful basis for processing special category data is in the substantial public interest for the administration of justice. Information should only be shared on a need to know basis and must not be disclosed to any third party, including the data subject and other staff who do not have direct involvement in the original purpose for which it was disclosed.

Further dissemination will only permitted where there is a lawful basis to do so.

● It must be stored securely and permanently deleted when it is no longer required for the purpose for which it is provided.

● Any Warwickshire Police information shared is only valid at the time of provision, and should only be used for the purpose as disclosed. It is only disclosed for the specific purpose given at the time of disclosure and should not be used for any other purpose.

● Any information shared will be proportionate and necessary for the purpose for which it is being shared.

● Where possible information shared must be handled and stored in accordance with the Government Security Classifications.

All persons signing this document are duly authorised to act on behalf of their respective organisation to adhere to the conditions set out.

Confidentiality Agreement Signatures - Date:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
<th>Contact</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Confidentiality Agreement for ASB Group and function of meeting the Confidentiality Statement

Any personal information or sensitive personal information known as special category data disclosed to you during this meeting has been provided to you in strict confidence and for the purpose of:

1. The detection of crime and anti-social behaviour
2. The prevention of crime and anti-social behaviour
3. The apprehension of an offender for crime or anti-social behaviour
4. The prosecution of an offender for crime or anti-social behaviour

Subject to Section 115 Crime and Disorder Act 1998, the General Data Protection Regulations 2016/679 and Data Protection Act 2018 in particular exemptions to GDPR set out at Schedule 2 Part 1 Section 2 Data Protection Act 2018.

- The information shared is done so on a lawful basis. The lawful basis relied upon is to perform a task in the public interest. The lawful basis for processing special category data is in the substantial public interest for the administration of justice. Information should only be shared on a need to know basis and must not be disclosed to any third party, including the data subject and other staff who do not have direct involvement in the original purpose for which it was disclosed.

Further dissemination will only permitted where there is a lawful basis to do so.

- It must be stored securely and permanently deleted when it is no longer required for the purpose for which it is provided.
- Any Warwickshire Police information shared is only valid at the time of provision, and should only be used for the purpose as disclosed. It is only disclosed for the specific purpose given at the time of disclosure and should not be used for any other purpose.
- Any information shared will be proportionate and necessary for the purpose for which it is being shared.
- Where possible information shared must be handled and stored in accordance with the Government Security Classifications.

All persons signing this document are duly authorised to act on behalf of their respective organisation to adhere to the conditions set out.

Confidentiality Agreement Signatures - Date:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
<th>Contact</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A copy of the Safer Warwickshire Partnership Board Community Safety Information Sharing Protocol is available on request. Please contact Denise Lott. Tel 01788 5333660 or email denise.lott@rugby.gov.uk
Appendix 11 – Warwick Anti-Social Behaviour Meeting confidentiality declaration

Disclaimer – sharing information with multi agencies

Any personal information or sensitive personal information disclosed to you during this meeting has been provided to you in strict confidence and for the purpose of:

1. The detection of crime and anti social behaviour
2. The prevention of crime and anti social behaviour
3. The apprehension of an offender or crime or anti social behaviour
4. The prosecution of an offender for crime or anti social behaviour

Subject to Section 115 Crime and Disorder Act 1998, the General Data Protection Regulations 2016/679 and Data Protection Act 2018 in particular exemptions to GDPR set out at Schedule 2 Part 1 Section 2 Data Protection Act 2018.

- The information shared is done so on a need to know basis and must not be disclosed to any third party, including the data subject and other staff who do not have direct involvement in the original purpose for which it was disclosed. Further dissemination will only be permitted with the written consent of the agency that provided the information.
- It must be stored securely and deleted when it is no longer required for the purpose for which it is provided.
- Any Warwickshire Police information shared is only valid at the time of provision, and should only be used for the purpose as disclosed. It is only disclosed for the specific purpose given at the time of disclosure and should not be used for any other purpose.
- Any information shared will be proportionate and necessary for the purpose for which it is being shared.
- Any information shared must be handled and stored in accordance with the Government Security Classifications

<table>
<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
<th>Contact</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 12 – Stratford District Anti-Social Behaviour Group confidentiality declaration

To be read and signed at the beginning of every Case Management meeting

Stratford District Anti-Social Behaviour Group
Sharing information with multi agencies

Following a review of our procedures with the Police Disclosure Team, we are tightening the information sharing security arrangements. We do not want to stop sharing information, but to ensure it is done secure and used only for the purpose intended. Under the Data Protection Act individuals are able to ask for any information held about them by agencies.

Any personal information or sensitive personal information known as special category data disclosed to you during this meeting has been provided to you in strict confidence and for the purpose of:

5. The detection of crime and anti-social behaviour
6. The prevention of crime and anti-social behaviour
7. The apprehension of an offender for crime or anti-social behaviour
8. The prosecution of an offender for crime or anti-social behaviour

Subject to Section 115 Crime and Disorder Act 1998, the General Data Protection Regulations 2016/679 and Data Protection Act 2018 in particular exemptions to GDPR set out at Schedule 2 Part 1 Section 2 Data Protection Act 2018.

- The information shared is done so on a lawful basis. The lawful basis relied upon is to perform a task in the public interest. The lawful basis for processing special category data is in the substantial public interest for the administration of justice. Information should only be shared on a need to know basis and must not be disclosed to any third party, including the data subject and other staff who do not have direct involvement in the original purpose for which it was disclosed.

Further dissemination will only permitted where there is a lawful basis to do so.

- It must be stored securely and permanently deleted when it is no longer required for the purpose for which it is provided.
- Any Warwickshire Police information shared is only valid at the time of provision, and should only be used for the purpose as disclosed. It is only disclosed for the specific purpose given at the time of disclosure and should not be used for any other purpose.
- Any information shared will be proportionate and necessary for the purpose for which it is being shared.
- Were possible information shared must be handled and stored in accordance with the Government Security Classifications.

All persons signing this document are duly authorised to act on behalf of their respective organisation to adhere to the conditions set out.

<table>
<thead>
<tr>
<th>PRINT NAME</th>
<th>ORGANISATION</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Appendix 13 – Integrated Offender Management (IOM) One Day One Conversation confidentiality declaration

One Day One Conversation Attendance

**Statement of Confidentiality**

There is a requirement for all agencies in attendance to clearly understand that the details of what is discussed at the ODOC is of a sensitive nature and should only be recorded, discussed or disseminated in the pursuit of crime reduction and via the means of appropriate data protection principles.

Breaches will be dealt with in accordance with the Data Protection Act

All members must sign the confidentiality agreement.

All documentation will be marked OFFICIAL – SENSITIVE, therefore minutes should not be photocopied or the contents shared outside of the ODOC meeting without the agreement of the Chair. Minutes should be kept in the RESTRICTED, OFFICIAL – SENSITIVE, or CONFIDENTIAL section of agency files.

<table>
<thead>
<tr>
<th>Date of Meeting</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 14 – Early Help Locality Panels confidentiality declaration.

AREA LOCALITY PANEL
ATTENDANCE LIST
DATE
CONFIDENTIALITY

You have been invited to attend a meeting that includes officers from Warwickshire County Council and other agencies. All agencies are considered to be Data Controllers under the Data Protection Act 1998 (DPA) and are also bound by the common law duty of confidentiality. Attendees are likely to discuss a wide range of issues and exchange personal and sensitive information relating to individuals to identify their service needs and risk of harm. Attendees are requested to share all relevant personal information and should be confident that it would only be used for matters discussed and decisions made within the meeting.

In appending my signature to this statement and attending the meeting and future multi agency meetings, I agree to maintain confidentiality and abide by the obligations under the Data Protection Act at all times.

<table>
<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
<th>Email address</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 15 – Hate Incident Partnership Panels confidentiality agreement

Hate Incident Partnership Panel (HIPP) Meeting

(Covers the districts of………………………………)

Confidentiality Agreement for HIPP

All members of the group need to be aware of the confidentiality and sensitivity in relation to the discussion of hate crime incidents and cases.

The group members who are in receipt of the papers must agree to the following confidentiality agreement:

1. All documentation is to be marked OFFICIAL-SENSITIVE and should not be disclosed without the consent of the HIPP Chair.

2. All papers given out at during panel meetings should be returned to the Chair at the end of the meeting for shredding.

3. All agencies present must adhere to their own Data Protection procedures.

4. All information discussed at the HIPP is OFFICIAL-SENSITIVE and must not be disclosed to third parties without discussion and agreement with the HIPP Chair.

5. As a member of the panel, all members will sign the confidentiality agreement at each meeting.

Confidentiality Agreement Signatures

Date of Meeting: __________________________

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Details (Email or Phone number)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

____________________________________________________________
Appendix 16 - Channel panel confidentiality declaration

CONFIDENTIALITY DECLARATION

Declaration to be signed by persons attending the Warwickshire and West Mercia Multi-Agency Panel meeting dated …………………...

The briefing relates to new cases brought to the panel along with updates from existing cases.

My attention has been drawn to the provisions of the Official Secrets Act 1911, 1920 and 1989, and I am fully aware of the serious consequences which may follow any breach of those provisions.

I understand that the sections of the OSA cover material published in a speech, lecture or radio or television broadcast, or in the Press or in book form. I am aware that I should not divulge any information gained by me as a result of my appointment, to any unauthorised persons, either orally or in writing, without the previous official sanction in writing by the Chief Officer of Police.

I understand also that I am liable to be prosecuted if I publish without official sanction any information I may acquire in the course of my duties as a panel member who is security cleared (unless it has already officially been made public) or retain without official sanction any sketch, plan, model, article, note or official documents which are no longer needed for my duties, and that these provisions apply not only during the period of my membership but also thereafter.

<table>
<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Witness Date and Signature ………………………………………………………………………..
Appendix 17-Stratford District Serious and Organised Crime case management meeting.
To be read and signed at the beginning of every Case Management meeting

Stratford District SOC Case Management Meeting
Sharing information with multi agencies

Following a review of our procedures with the Police Disclosure Team, we are tightening the information sharing security arrangements. We do not want to stop sharing information, but to ensure it is done lawfully, securely and used only for the purpose intended. Under the Data Protection Act individuals are able to ask for any information held about them by agencies.

Any personal information or sensitive personal information known as special category data disclosed to you during this meeting has been provided to you in strict confidence and for the purpose of:

1. The detection of crime and anti-social behaviour
2. The prevention of crime and anti-social behaviour
3. The apprehension of an offender for crime or anti-social behaviour
4. The prosecution of an offender for crime or anti-social behaviour

Subject to Section 115 Crime and Disorder Act 1998, the General Data Protection Regulations 2016/679 and Data Protection Act 2018 in particular exemptions to GDPR set out at Schedule 2 Part 1 Section 2 Data Protection Act 2018.

- The information shared is done so on a lawful basis. The lawful basis relied upon is to perform a task in the public interest. The lawful basis for processing special category data is in the substantial public interest for the administration of justice. Information should only be shared on a need to know basis and must not be disclosed to any third party, including the data subject and other staff who do not have direct involvement in the original purpose for which it was disclosed.

Further dissemination will only permitted where there is a lawful basis to do so.

- It must be stored securely and permanently deleted when it is no longer required for the purpose for which it is provided.
- Any Warwickshire Police information shared is only valid at the time of provision, and should only be used for the purpose as disclosed. It is only disclosed for the specific purpose given at the time of disclosure and should not be used for any other purpose.
- Any information shared will be proportionate and necessary for the purpose for which it is being shared.
- Were possible information shared must be handled and stored in accordance with the Government Security Classifications.

All persons signing this document are duly authorised to act on behalf of their respective organisation to adhere to the conditions set out.

<table>
<thead>
<tr>
<th>PRINT NAME</th>
<th>ORGANISATION</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

31
Appendix 18- Problem Solving Confidentiality Declaration

**OFFICIAL-SENSITIVE**

Date of meeting:

Chair:

Purpose of the meeting:

Any personal information or sensitive personal information known as special category data disclosed to you during this meeting has been provided to you in strict confidence and for the purpose of:

1. The detection of crime and anti-social behaviour
2. The prevention of crime and anti-social behaviour
3. The apprehension of an offender for crime or anti-social behaviour
4. The prosecution of an offender for crime or anti-social behaviour

Subject to Section 115 Crime and Disorder Act 1998, the General Data Protection Regulations 2016/679 and Data Protection Act 2018 in particular exemptions to GDPR set out at Schedule 2 Part 1 Section 2 Data Protection Act 2018.

- The information shared is done so on a lawful basis. The lawful basis relied upon is to perform a task in the public interest. The lawful basis for processing special category data is in the substantial public interest for the administration of justice. Information should only be shared on a need to know basis and must not be disclosed to any third party, including the data subject and other staff who do not have direct involvement in the original purpose for which it was disclosed. Further dissemination will only be permitted where there is a lawful basis to do so.
- It must be stored securely and permanently deleted when it is no longer required for the purpose for which it is provided.
- Where the Problem Solving Plan is shared via email it will be encrypted with a password. This password should only be shared with individuals that have signed this agreement.
- Any Warwickshire Police information shared is only valid at the time of provision, and should only be used for the purpose as disclosed. It is only disclosed for the specific purpose given at the time of disclosure and should not be used for any other purpose.
- Any information shared will be proportionate and necessary for the purpose for which it is being shared.
- Where possible information shared must be handled and stored in accordance with the Government Protective Marking Scheme.
- All persons signing this document are duly authorised to act on behalf of their respective organisation to adhere to the conditions set out.

Please note, by signing this sheet you are agreeing to comply with the requirements of the Safer Warwickshire Partnership Board Community Safety Information Sharing Protocol and/or the specific Information Sharing Protocol applicable to this meeting.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Organisation Represented</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 19: Request from external agencies to the Police for information.

REQUEST MADE TO -select- BY OTHER AGENCIES FOR INFORMATION

DETAILS OF ORGANISATION REQUESTING INFORMATION
Name: 
Address: 
Tel: Fax: 
Date: Our ref: 

To: -select-

I AM REQUESTING PERSONAL INFORMATION ABOUT:
Surname: 
All previous surnames: 
Also known as: 
Forename(s): 
Place of birth: Date of birth: 
Full present address: Postcode: 
Previous address: Postcode: 

THE INFORMATION SOUGHT IS:

I HAVE A LEGAL BASIS UNDER GDPR OR DATA PROTECTION ACT 2018 AND THE REASONS ARE:

Common law duty of confidentiality – I confirm that the duty of confidentiality can be overridden in this situation.
Human Rights Act 1998 Article 8 – right to privacy. The right to privacy of the individual concerned has been considered but the public interest served in disclosing the personal data, outweighs the right to privacy.

Signed: Rank/title: 
Name: Date: 

Warwickshire Police West Mercia Police

RESTRICTED (when completed)
RESPONSE TO REQUEST

Disclosure of personal data must be relevant, justified and the minimum amount required for the purpose and compatible with the data protection principles.

DETAILS OF -select- CONTACT

Name: 
Address: 
Tel: 
Email: 
Date: 
Our ref: 

To: 

The response to your request is detailed below and has been provided for the sole purpose outlined in your request and therefore this information will not be disclosed to a third party and will not be used for any other purpose.

Signed: 
Name: 
Rank/title: 
Date: 

This form must be quality assured by a named Point Of Contact (POC):
Signed: 
Name: 
Rank/title: 
Date: 

All information exchanged will only be so exchanged within the statutory framework of the Information Sharing Agreement and should be obtained, held, retained and disposed of in a fair lawful, secure, and appropriate manner in accordance with the Data Protection Act 2018 and the retention and disposal/destruction policies of Warwickshire Police and West Mercia Police.

If you receive a subject access application and personal data is identified as belonging to Warwickshire Police and/or West Mercia Police, it is your responsibility to contact us to determine whether we wish to claim an exemption under the provisions of the Data Protection Act 2018.
Appendix 20. Request from the Police to the external agencies for information

OFFICIAL SENSITIVE (when completed)

Request to external organisation for the disclosure of personal data to the police
Under Schedule 2 Part 1 Paragraph 2 of the Data Protection Act 2018 and GDPR Article 6(1)(d) & 9(2)(c)

To:    
Position:    
Organisation:    
Address:    

I am making enquiries which are concerned with (mark as appropriate):
☒ The prevention or detection of crime
☒ The prosecution or apprehension of offenders
☒ Protecting the vital interests of a person

☐ I confirm that the personal data requested below is needed for the purposes indicated above and a failure to provide that information will be likely to prejudice those matters.
☐ I confirm that the individual(s) whose personal data is sought should not be informed of this request as to do so would be likely to prejudice the matters described above.

Information required:

Why the information is necessary for the purpose:

Beware of disclosing information which is excessive or may pose operational risks to your investigation, but also be aware that failure to explain the necessity clearly may delay or prevent disclosure.

Police reference:

From:
Rank/number/name:    
Station:    
Date/time:    
Tel no(s):    
Email:    
Signature:    
Counter signature: **    
Rank/number/name:    ** as required by recipient

Please see Guidance Notes on following page.
Undertaking of lawful use of data disclosed to the police service:

Information disclosed to the police service is protected against unlawful reuse by the second data protection principle\(^1\), which prohibits data collected for one purpose being reused for another. If data disclosed to the police service is needed for another purpose, it will be reused only if the new purpose is lawful or a lawful exemption applies, and only data necessary and proportionate to that new purpose will be used.

Therefore, the police service undertakes to ensure that any use or reuse of the data disclosed is lawful, compliant with the data protection principles and processed using appropriate safeguards to the rights and freedoms of the data subject.

Please be aware that we cannot comply with a request to limit use of data which is overridden by a statutory or common law duty or obligation. However, the reuse will be subject to the safeguards described above.

We respectfully request that the same or equivalent measures are observed in your handling of this request for information.

Additional information you may wish to provide to the police service:

In order to help us safeguard against risk to the data subjects, your organisation, and the police service, please provide with your disclosure any additional information you believe necessary to best handle the data you choose to disclose. This may include, but is not limited to:

- Risks we could not reasonably anticipate
- Any expectation to consult with your organisation should reuse be necessary
- Legally enforceable restrictions on reuse of the data

Explanatory Note

This form is used by the police when making a formal request to other organisations for personal data where disclosure is necessary for the purposes of the prevention or detection of crime or the apprehension or prosecution of offenders. It places no compulsion on the recipient to disclose the information, but should provide necessary reassurance that a disclosure for these purposes is appropriate and in compliance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

Crime and Taxation - The GDPR regulates the processing of personal data where it is done so for non-Law Enforcement purposes. Article 23 of the GDPR permitted the UK Parliament to create, via legislation, exemptions from particular elements within the GDPR which would otherwise compromise the public interest. The Data Protection Act 2018 sets out exemptions from the GDPR which apply in some circumstances. They mean that some of the data protection principles and subject rights within the GDPR do not apply at all or are restricted when personal data is used or disclosed for particular purposes.

The most relevant exemption for Law Enforcement is that within the Data Protection Act 2018 at Schedule 2 Part 1 Paragraph 2 (Crime & taxation: general). This applies where personal data is disclosed by an organisation subject to the GDPR to the police for the purposes of the prevention or detection of crime or the apprehension or prosecution of offenders.

It restricts the application of the GDPR data protection principles and subject rights (as listed in the Data Protection Act 2018 at Schedule 2 Part 1 Paragraph 1) to the extent that the application of those provisions would be likely to prejudice the prevention or detection of crime or the apprehension or prosecution of offenders.

In effect the exemption means that an organisation can provide personal data to the police where necessary for the prevention or detection of crime or the apprehension or prosecution of offenders without fear of breaching the GDPR or Data Protection Act 2018.

Organisations already processing data for the prevention and detection of crime may wish to consider compatibility with their conditions for processing instead of using this exemption. For example, Schedule 1 Part 2 Paragraph 10 provides the condition for processing (including disclosure) for purposes compatible with this request.

\(^1\) General Data Protection Regulation Article 5(1)(b) and Data Protection Act 2018 Part 3 Section 36
Vital Interests – To protect life or prevent an immediate and credible risk to life, GDPR Article 6(1)(d) provides a lawful basis for organisations to disclose personal data to the police where the disclosure is necessary in order to protect the vital interests of the data subject or of another natural person. Article 9(2)(c) provides for processing of special category data to the same ends, where the data subject is legally or physically incapable of consent.

Further guidance on the use of this form may be obtained from your Data Protection Officer.

Completion Guidance

Police officers or staff completing this form should type and tab between the fields on the form. The information required field should provide the recipient with sufficient information to allow them to locate the information sought. Where a signature and/or counter signature are required the form will need to be printed off and signed manually. Some organisations may require a counter signature to be added to the form. Normally this should be the supervisor or line manager of the person completing the form, but may be a higher rank if reasonably required by the recipient.
### Appendix 21: Safer Warwickshire Partnership Board Signatures

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Chief Officer signatory and role</th>
<th>Designated Officer</th>
<th>Contact details.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warwickshire County Council</td>
<td>Monica Fogarty- Chief Executive</td>
<td>Shade Agboola - Director of Public Health</td>
<td><a href="mailto:Shadeagboola@warwickshire.gov.uk">Shadeagboola@warwickshire.gov.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sally Nash- Service Manager Youth Justice and Child Exploitation</td>
<td><a href="mailto:sallynash@warwickshire.gov.uk">sallynash@warwickshire.gov.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scott Tompkins Assistant Director Environment Services</td>
<td><a href="mailto:scotttompkins@warwickshire.gov.uk">scotttompkins@warwickshire.gov.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Becky Hale Assistant Director People</td>
<td><a href="mailto:beckyhale@warwickshire.gov.uk">beckyhale@warwickshire.gov.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>John Coleman- Assistant Director Children and Families</td>
<td><a href="mailto:johncoleman@warwickshire.gov.uk">johncoleman@warwickshire.gov.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pete Sidgwick- Assistant Director Adult Services</td>
<td><a href="mailto:petesidgwick@warwickshire.gov.uk">petesidgwick@warwickshire.gov.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Barnaby Briggs -Deputy Chief Fire Officer</td>
<td><a href="mailto:Barnabybriggs@warwickshire.gov.uk">Barnabybriggs@warwickshire.gov.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ian Budd- Education Services</td>
<td><a href="mailto:ianbudd@warwickshire.gov.uk">ianbudd@warwickshire.gov.uk</a></td>
</tr>
<tr>
<td>North Warwickshire Borough Council</td>
<td>Steve Maxey- Chief Executive</td>
<td>Robert Beggs</td>
<td><a href="mailto:robertbeggs@northwarks.gov.uk">robertbeggs@northwarks.gov.uk</a></td>
</tr>
</tbody>
</table>
| Nuneaton and Bedworth Borough Council | Nicola Topping- Head of Housing and Communities | Abubaker Malek Supported by Matthew Deaves- Data Protection Officer | Abubaker.malek@nuneatonandbedworth.gov.uk  
<p>|                                   |                                           |                                       | <a href="mailto:matthew.deaves@nuneatonandbedworth.gov.uk">matthew.deaves@nuneatonandbedworth.gov.uk</a>            |</p>
<table>
<thead>
<tr>
<th>Organisation</th>
<th>Name</th>
<th>Role</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rugby Borough Council</td>
<td>Dan Green</td>
<td>Head of Environment and Public Realm</td>
<td><a href="mailto:Dan.Green@rugby.gov.uk">Dan.Green@rugby.gov.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supported by Matthew Deaves- Data Protection Officer</td>
<td><a href="mailto:matthew.deaves@nuneatonandbedworth.gov.uk">matthew.deaves@nuneatonandbedworth.gov.uk</a></td>
</tr>
<tr>
<td>Warwick District Council</td>
<td>Marianne Rolfe</td>
<td>Head of Health and Community Protection</td>
<td><a href="mailto:Marianne.Rolfe@warwickdc.gov.uk">Marianne.Rolfe@warwickdc.gov.uk</a></td>
</tr>
<tr>
<td>Stratford-on-Avon District Council</td>
<td>Karin Stanley</td>
<td>Community Safety Manager</td>
<td><a href="mailto:karin.stanley@stratford-dc.gov.uk">karin.stanley@stratford-dc.gov.uk</a></td>
</tr>
<tr>
<td>Warwickshire Police</td>
<td>Martin Jelley</td>
<td>Chief Constable</td>
<td><a href="mailto:Alison.Bayliss@warwickshire.pnn.police.uk">Alison.Bayliss@warwickshire.pnn.police.uk</a></td>
</tr>
<tr>
<td>National Probation Service</td>
<td>Andy Wade</td>
<td>Head of Service</td>
<td><a href="mailto:Alison.Heath@justice.gov.uk">Alison.Heath@justice.gov.uk</a></td>
</tr>
<tr>
<td>Community Rehabilitation Company</td>
<td>George Branch</td>
<td>Chief Officer</td>
<td><a href="mailto:George.Branch@wwmcrc-probation.co.uk">George.Branch@wwmcrc-probation.co.uk</a></td>
</tr>
<tr>
<td>NHS South Warwickshire Clinical Commissioning Group</td>
<td>Anna Hargrave</td>
<td>Chief Strategy Officer</td>
<td><a href="mailto:anna.hargrave@southwarwickshireccg.nhs.uk">anna.hargrave@southwarwickshireccg.nhs.uk</a></td>
</tr>
<tr>
<td>NHS Coventry and Rugby Clinical Commissioning Group</td>
<td>Andrew Harkness</td>
<td>Chief Transformation Officer</td>
<td><a href="mailto:Anita.Wilson@warwickshirenorthccg.nhs.uk">Anita.Wilson@warwickshirenorthccg.nhs.uk</a></td>
</tr>
<tr>
<td>NHS Warwickshire North Clinical Commissioning Group</td>
<td>Andrew Harkness</td>
<td>Chief Transformation Officer</td>
<td><a href="mailto:Anita.Wilson@warwickshirenorthccg.nhs.uk">Anita.Wilson@warwickshirenorthccg.nhs.uk</a></td>
</tr>
<tr>
<td>Equality and Inclusion Partnership (EQuIP)</td>
<td>Junaid Hussain</td>
<td>Chief Executive</td>
<td><a href="mailto:junaid@equipequality.org.uk">junaid@equipequality.org.uk</a></td>
</tr>
</tbody>
</table>
## Appendix 22: Additional Signatures and Designated/ Lead Officers

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Chief Officer signatory and role</th>
<th>Designated Officer</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victim Support Warwickshire</td>
<td>Deborah Miller - Senior Operations Manager</td>
<td>Deborah Miller</td>
<td><a href="mailto:deborah.miller@victimsupport.org.uk">deborah.miller@victimsupport.org.uk</a></td>
</tr>
<tr>
<td>Refuge</td>
<td>Mari Edwards – Head of Operations</td>
<td>Rachel Shuter</td>
<td><a href="mailto:rachel_shuter@refuge.org.uk">rachel_shuter@refuge.org.uk</a></td>
</tr>
<tr>
<td>Change, Grow, Live (CGL)</td>
<td>Kirsten Lord - Coventry &amp; Warwickshire Services Manager</td>
<td>Kirsten Lord</td>
<td><a href="mailto:Kirsten.Lord@cgl.org.uk">Kirsten.Lord@cgl.org.uk</a></td>
</tr>
<tr>
<td>COMPASS</td>
<td>Richard Thomas – Service Manager</td>
<td>Richard Thomas</td>
<td><a href="mailto:Richard.Thomas@compass-uk.org">Richard.Thomas@compass-uk.org</a></td>
</tr>
<tr>
<td>Barnardo’s</td>
<td>Susan Berry - Assistant Director – Children’s Services</td>
<td>Susan Berry</td>
<td><a href="mailto:sue.berry@barnardos.org.uk">sue.berry@barnardos.org.uk</a></td>
</tr>
<tr>
<td>Bromford Housing</td>
<td>Melanie Goldsby - Neighbourhood Coach</td>
<td>Melanie Goldsby</td>
<td><a href="mailto:melanie.goldsby@bromford.co.uk">melanie.goldsby@bromford.co.uk</a></td>
</tr>
<tr>
<td>Stratford-upon-Avon Street Pastors</td>
<td>Maureen Lynda Green - Coordinator</td>
<td>Maureen Lynda Green</td>
<td><a href="mailto:stratforduponavon@streetpastors.org.uk">stratforduponavon@streetpastors.org.uk</a></td>
</tr>
<tr>
<td>Leamington Night Shelter</td>
<td>Margaret Moore – Coordinator</td>
<td>Margaret Moore</td>
<td><a href="mailto:margaretmoore401@btinternet.com">margaretmoore401@btinternet.com</a></td>
</tr>
<tr>
<td>Warwickshire Search and Rescue</td>
<td>Ian Malins – Chair</td>
<td>Ian Malins</td>
<td><a href="mailto:chair@warksar.org.uk">chair@warksar.org.uk</a></td>
</tr>
<tr>
<td>Warwickshire Counselling Centre</td>
<td>Julie Mitchelson – Assistant Manager (Children &amp; Young People) / Administrator</td>
<td>Julie Mitchelson</td>
<td><a href="mailto:julie.mitchelson@sycamorecounselling.org.uk">julie.mitchelson@sycamorecounselling.org.uk</a></td>
</tr>
<tr>
<td>Helping Hands Community Project</td>
<td>Alice Webber – Operations Manager</td>
<td>Alice Webber / Lianne Kirkman</td>
<td><a href="mailto:operations@helpinghandscharity.org.uk">operations@helpinghandscharity.org.uk</a></td>
</tr>
<tr>
<td>Salvation Army – Way Ahead Project</td>
<td>Yvonne Mckinnon – Project Manager</td>
<td>Yvonne Mckinnon</td>
<td><a href="mailto:yvonne.mckinnon@salvationarmy.org.uk">yvonne.mckinnon@salvationarmy.org.uk</a></td>
</tr>
<tr>
<td>Organization/Role</td>
<td>Contact Person 1</td>
<td>Contact Person 2</td>
<td>Email 1</td>
</tr>
<tr>
<td>-------------------</td>
<td>----------------------------------------</td>
<td>----------------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Midland Heart (Housing Association)</td>
<td>Vicki Brownhill - Head of Housing Management</td>
<td>Sue Lamb</td>
<td><a href="mailto:vicki.brownhill@midlandheart.org.uk">vicki.brownhill@midlandheart.org.uk</a></td>
</tr>
<tr>
<td>Warwickshire Rural Housing Association</td>
<td>Philippa Osborne - Housing and Income Team Leader</td>
<td>Philippa Osborne</td>
<td><a href="mailto:philippa.osborne@midlandsrural.org.uk">philippa.osborne@midlandsrural.org.uk</a></td>
</tr>
<tr>
<td>HMP Featherstone</td>
<td>Warren Sullivan - Governor</td>
<td>Rachael Lindop</td>
<td><a href="mailto:rachael.lindop@justice.gov.uk">rachael.lindop@justice.gov.uk</a></td>
</tr>
<tr>
<td>Doorway</td>
<td>Carol Gallagher - CEO</td>
<td>Shona Mellor</td>
<td><a href="mailto:info@doorway.org.uk">info@doorway.org.uk</a></td>
</tr>
<tr>
<td>Futures Unlocked</td>
<td>Philip Jones - Operations Manager</td>
<td>Philip Jones</td>
<td><a href="mailto:admin@futuresunlocked.org">admin@futuresunlocked.org</a></td>
</tr>
<tr>
<td>Stonewater</td>
<td>Catherine Preece – Area Manager</td>
<td>Catherine Preece</td>
<td><a href="mailto:catherine.preece@stonewater.org">catherine.preece@stonewater.org</a></td>
</tr>
<tr>
<td>Stratforward BID Ltd</td>
<td>Joe Baconnet – BID Director</td>
<td>Joe Baconnet</td>
<td><a href="mailto:joseph@stratforward.co.uk">joseph@stratforward.co.uk</a></td>
</tr>
<tr>
<td>Coventry Cyrenians</td>
<td>Richard Tyson – Senior Housing Support Worker</td>
<td>Richard Tyson</td>
<td><a href="mailto:richard.tyson@coventrycyrenians.org">richard.tyson@coventrycyrenians.org</a></td>
</tr>
<tr>
<td>Coventry &amp; Warwickshire Partnership Trust (South Warwickshire Recovery Team)</td>
<td>Laura Sale - Team Manager</td>
<td>Laura Sale</td>
<td><a href="mailto:laura.sale@covwarkpt.nhs.uk">laura.sale@covwarkpt.nhs.uk</a></td>
</tr>
<tr>
<td>Warwickshire Retail Crime Initiative</td>
<td>Derek Bradley and P.J. Seal – WRCI Administrators</td>
<td>Derek Bradley P. J. Seal</td>
<td><a href="mailto:wrcinorth@wrci.org.uk">wrcinorth@wrci.org.uk</a></td>
</tr>
<tr>
<td>P3 Social Inclusion Charity</td>
<td>Esther Barrett – Head of Support and Community Services</td>
<td>Henry Webster</td>
<td><a href="mailto:henry.webster@p3charity.org">henry.webster@p3charity.org</a></td>
</tr>
<tr>
<td>South Warwickshire Foundation Trust</td>
<td>Charles Ashton – Medical Director</td>
<td>Charles Ashton</td>
<td><a href="mailto:charles.ashton@swft.nhs.uk">charles.ashton@swft.nhs.uk</a></td>
</tr>
<tr>
<td>Orbit Group</td>
<td>Andrew Meyer - Head of Tenancy Services</td>
<td>Andrew Meyer</td>
<td><a href="mailto:andrew.meyer@orbit.org.uk">andrew.meyer@orbit.org.uk</a></td>
</tr>
<tr>
<td>Platform Housing Group</td>
<td>Catherine Cole – Assistant Director</td>
<td>Jon Elger</td>
<td><a href="mailto:jon.elger@platformhg.com">jon.elger@platformhg.com</a></td>
</tr>
</tbody>
</table>