

Information Sharing Policy

POLICY STATEMENT.

This policy must be read in conjunction with the College of Police Authorised Professional Practice (APP) on the Management of Police Information (MoPI) (see [APP > Information Management > Sharing_police_information](#)).

Wiltshire Police and OPCC are committed to achieving the priorities set out in [Wiltshire and Swindon Police and Crime Plan 2025-2029](#):

- Priority 1: A police service that meets the needs of its communities
- Priority 2: Reduce violence and serious harm
- Priority 3: Tackle crimes that matter to local communities
- Priority 4: Improve the experience of victims and deliver justice

Information is the 'lifeblood' of the organisation and without it Wiltshire Police and OPCC would be unable to achieve their vision to make Wiltshire the safest county in the country. Our partners and other local organisations play a key role in strengthening delivery, driving up collective confidence and improve wellbeing whilst reducing dependency and demand on Public Services.

Information Sharing, with our partners, the public, local organisations and the wider Law Enforcement community is a two-way process. This will ensure that all agencies have access to a rich picture of information which will allow 'Superior Knowledge at the Point of Decision' where the value of information is exploited to the fullest extent.

Wiltshire Police and OPCC will share information, including personal information, where it is lawful and appropriate to do so and that such sharing supports a Law Enforcement Purpose.

Wiltshire Police and OPCC will not share information, including personal information, in support of revenue gathering processes by partners or other organisations.

This policy applies to information processed for Law Enforcement Purposes by Wiltshire Police and OPCC which is recorded in any manner including, but not limited to, any written, electronic, photographic, or paper based information.

Information received from partners will be managed in accordance with the guidance on MoPI, UK General Data Protection Regulations and Data Protection Act 2018 (Data Protection Legislation), specific information handling procedures or constraints on the use of information will be detailed within each individual ISA.

This policy does not include the sharing of information with the Disclosure and Barring Service through the Quality Assurance Framework, the sharing of material as provided by the Criminal Procedure and Investigations Act 1996 or the sharing of information between police forces for a policing purpose.

This policy does not prevent the urgent sharing of information where there is an overriding duty to the public, i.e. life threatening circumstances.

Where regular sharing of information with a partner is considered necessary an Information Sharing Agreement (ISA) will be entered into. See Information Sharing Process for further information.

In order to achieve the aims of this policy Wiltshire Police and OPCC will:

- Ensure that all information sharing will be conducted having regard to the rights of the individual and to Data Protection Legislation;
- Establish appropriate management and administrative practices to facilitate the sharing of police information with others; and;
- Ensure that all staff are supported in understanding their responsibilities when sharing police information
- Ensure that a Privacy Impact Assessment is considered as part of a project, plan or proposal to ensure that privacy risks are minimised while allowing the aims of the project to be met whenever possible. Guidance on how to conduct a Privacy Impact Assessment can be found in the [ICO's 'Conducting privacy impact assessments code of practice'](#).

Legal Basis for Information Sharing.

There are three main categories of information sharing within the Police Service:

- Required by or under statute (statutory obligation)
 - Permitted by or under statute (statutory power)
 - Common Law
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- **Statutory Obligation:** Where a statutory obligation exists Wiltshire Police has made provision for the sharing of information through either the Disclosure and Barring Scheme (DBS) Manager or the Force Disclosure Unit Senior Decision Maker. Any request to share information via a statutory obligation must be referred to one of the above individuals, who will give the appropriate advice.
 - **Statutory Power:** Applies to the sharing of police information with another party where there is a specific legal power to do so, but not an obligation to share. This includes sharing:
 - Within the police service; and;
 - Partner agencies that have a statutory power to share or receive information.
 - **Common Law:** Applies to the sharing of police information under common law to support the policing purposes. Where the common law is used to justify information sharing, a risk assessment must be undertaken using the guide at [Appendix A](#) to this policy.

Roles and Responsibilities.

Where a need to share information on a regular basis has been identified the Head of the Department undertaking the information sharing will own the process and be responsible for the creation of an ISA.

All ISA's are to be created in consultation with the Data Protection Officer (DPO) and a copy of each approved ISA is to be held by the DPO, who will provide a central repository of such agreements and a programme of review.

All finalised ISA's will be 'signed off' by the Head of Information and Assurance.

Where an ISA does not exist and it is considered unnecessary to create one or the decision to share is a one-off, the individual sharing the information is to record the sharing by completing the template at [Appendix A](#) to this policy. See Information Sharing Process for further information.

Glossary of Terms.

Term	Meaning
Law Enforcement Purposes	• prevention, investigation, detection or prosecution of criminal offences, or • execution of criminal penalties, including the safeguarding against and • prevention of threats to public security.
MoPI	Management of Police Information
OPCC	Office of Police and Crime Commissioner
ISA	Information Sharing Agreement
APP	Authorised Professional Practice
UKGDPR	UK General Data Protection Regulations
DPA 2018	Data Protection Act 2018

POLICY AIM.

This policy seeks to achieve through the appropriate sharing of information:

- Improved public services through an increased capability of all stakeholders to make informed decisions about how best to protect the public;
- Improved operational policing by enabling links to be made between people, objects, locations and events;
- Increased professionalism and understanding of the process of sharing information;
- Increased openness and transparency amongst partners which in turn will build confidence and trust;
- The lawful sharing of information

APPLICABILITY.

This policy applies to all police officers, police staff and OPCC staff.

LEGAL BASIS AND DRIVING FORCE.

This policy sets out Wiltshire Police and OPCC's commitment to the sharing of information under the Home Office Code of Practice on the Management of Police Information.

Data Protection Act 2018

UK GDPR

Freedom of Information Act 2000

RELATED DOCUMENTS and Authorised Professional Practice.

[APP > Information Management > Sharing Police Information](#)

[Home Office \(2005\) Code of Practice on Management of Police Information](#)

[Information Management Policy.](#)

[Cyber Security Policy.](#)

[Data Protection Policy.](#)

[Freedom of Information Policy \(APP\).](#)

[Information Risk Management Policy.](#)

DATA PROTECTION AND FREEDOM OF INFORMATION.

Any information relating to an identified or identifiable living individual recorded as a consequence of this policy will be processed in accordance with the Data Protection Act 2018, UK General Data Protection Regulations and the Force [Data Protection Policy](#).

This document has been assessed as suitable for public release.

HUMAN RIGHTS AND EQUALITY IMPACT.

This policy has been drafted to comply with the principles of the Human Rights Act 1998 and Equality Act 2010. Members of Wiltshire Police administering this policy are responsible for ensuring that in its application, those to whom the policy applies, shall not receive less favourable treatment because of their age, colour, disability, ethnic or national origin, gender re-assignment, marital status, nationality, race, religion, sex or sexual orientation.

This policy has been subject to an equality impact assessment and has been graded Low Impact.

(This form is also available on the [Forms and Templates page](#)).

APPENDIX A

Sharing of Information where an Information Sharing Agreement is not in place.

Points to Consider	Details
1. Who is asking for the information?	
2. Record here their name, position, organisation and contact details.	
3. Have you verified the identity of the person requesting the information?	
4. What information is being asked for, what purpose will it be used for?	
5. Is the information being requested Personal information?	
6. Does this information contain sensitive or confidential material as identified in law?	
7. Has a legal gateway or a policing purpose to share information been established?	
8. If yes, how do they want the information?	

9. What ethical, personal or operational risks are likely to result from any decision to share this information, or <i>may arise from a refusal to share</i> ?	
10. Record your decision, how you made it and what information was shared.	

Name Date

Signature

After disclosure, please attach a copy of this form to the original material/file or attach to the relevant NICHE record.

^ Revision History

Version	Date	Summary of Changes
7.0	15.04.2024	Review and update
7.0	26.04.2024	Policy adapted onto the new SharePoint policy template.
7.0	08.10.2025	Link to police and crime plan changed to the 2025-2029 plan.

