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|---|---------------------------------------|--|
| <b>Title:</b>   | <b>Information Sharing Agreements</b> |  |
| Last Reviewed:  | 20/03/15                              | This document applies to employees of the: |
| Version Number:   | 01                                    | Chief Constable                            |
| <b>SOUTH WALES POLICE MISSION &amp; VISION:</b>   |                                       |  |
| <p><b>KEEPING SOUTH WALES SAFE<br/>TO BE THE BEST AT UNDERSTANDING AND RESPONDING TO OUR<br/>COMMUNITIES' NEEDS</b></p>   |                                       |  |
| <b>OBJECTIVE(S):</b>  |                                       |  |
| Ensure that shared information is accurate, adequate, timely, secure and lawful to enable South Wales Police and partners are better informed to respond to the needs of our communities.   |                                       |  |
| <b>PROCEDURE:</b>   |                                       |  |
| <p>For further information relating to Information Sharing Agreements please refer to the <a href="#">ISA Handbook</a>.</p> <p>Where information is shared on a regular basis a formal Information Sharing Agreement must be developed to ensure consistent and proportionate sharing and to ensure the integrity and security of the information. Use <a href="#">flowchart</a> to identify whether an Information Sharing Agreement is needed.</p> <p>Information Sharing Agreements must be set up using the templates provided under the Wales Accord for Sharing Personal Information (WASPI). This agreement must be version controlled in line with the <a href="#">Records Management procedure and guidance</a>.</p> <p>A single point of contact must be established for each signatory to facilitate the exchange of information – this must show specified roles, rather than by named individuals. It is the responsibility of each agency to maintain the contact list of the key individuals operating within the ISA, ensuring that when a change of personnel occurs that the other partners are made aware and the ISA is adjusted accordingly.</p> <p><b>Officers and Staff will:</b></p> <ul style="list-style-type: none"> <li>• read the Information Sharing Agreement Handbook if they are involved in sharing information with other organisations.</li> <li>• Ensure that the standards for information sharing as set out in the <a href="#">ISA handbook</a> are met and complied with.</li> <li>• notify the Information Sharing Agreements and Records Management Officer of the requirement for an Information Sharing Agreement where information is shared on a regular basis.</li> <li>• comply with ISAs to ensure consistent and proportionate sharing and protect the integrity and security of the information.</li> </ul> <p><b>South Wales Police Representative on Information Sharing Agreements will:</b></p> <ul style="list-style-type: none"> <li>• ensure that their Information Governance Manager/Data Protection Officer (or equivalent) has sight of the ISP. If there are any concerns regarding the agreed content they must be referred to the ISP Facilitator who may make</li> </ul> |                                       |  |

any necessary changes.

- be responsible, in conjunction with the identified Responsible Manager, for ensuring that the ISP and the Declaration of Approval is taken through the appropriate channels within their organisation for sign off and implementation. A copy of the signed declaration must be sent to the ISP Co-ordinator for confirmation of approval.

**BCU and Department Heads will**

- be responsible for maintaining an asset register of information sharing agreements relating to their business and updating the Information Sharing Agreements and Records Management Officer, who will maintain the central list.
- review on an annual basis Information Sharing agreements in conjunction with partner agencies. Except when the agreement is in its first year where it must be reviewed after the first 6 months. The review process must be documented so that it is auditable.
- advise the Information Sharing Agreements and Records Management Officer if any agreements are to be removed, temporarily or otherwise, from the intranet site.

**WASPI Information Sharing Protocol Coordinator will:**

- manage the ISA development process for each WASPI Information Sharing Protocol (ISP).
- must arrange a series of further task and finish group meetings to continue the development of the ISP.
- establish and specify the appropriate repository for partner agency information. In normal circumstances this will be RMS Niche, VISOR, NFLMS or any other secure SWP record management system. Deviation from this must be documented and a process for linking established.
- forward the final version of the ISP to the WASPI Support Team for final quality assurance.
- circulate the final version of the ISP, together with the ISP Declaration of Approval, to the identified ISP Development Task and Finish Group representatives, from each partner organisation.
- forward copies of the signed declarations to the WASPI Support Team to confirm each partner organisation's sign off.
- record on each occasion any requests, disclosures, refusals and risk assessments within the original ISA agreement.

**WASPI Information Sharing Protocol Facilitator will:**

- be required to provide advice and guidance regarding the development of the ISP.
- advise on attendance at the task and finish group meetings during the development of the ISP.

**Information Sharing Agreements and Records Management Officer will:**

- Identify who will perform the role of WASPI ISP Coordinator
- Identify who will perform the role of WASPI ISP Facilitator
- Ensure each organisation has signed up to the WASPI Accord. Or arrange

for any partner organisation who has not signed the Accord to do so. The ISP Facilitator can guide organisations through this process.

- provide the quality assurance that is required under the MoPI guidelines. As part of this process owners are required to identify any parts of an agreement which may cause harm if it were disclosed to the public under FOI.
- hold centrally, all local and national Information Sharing Agreements / Memorandum of Understanding / Service Level Agreements.
- maintain a register of existing agreements and will arrange for publication of the signed-off agreements under the South Wales Police Publication Scheme. Where a partner organisation is part of the public sector, then arrangements must be made for this information to be also included within their Publication Scheme.
- be responsible for sending an annual review reminder to the SWP signatory, but it will remain the responsibility of the ISA owner to conduct the review and ensure the protocols are followed.
- post a list of legacy information sharing documents on the Force intranet site.

[Click here to view the full Guidance associated with this process](#)

#### FORMS:

#### [Wales Accord on the Sharing of Personal Information templates:](#)

##### English:

- ["Consent" ISP Template](#)
- ["No Consent" ISP Template](#)
- ["Consent" Information Reference Table \(excel version\)](#)
- ["No Consent" Information Reference Table \(excel version\)](#)
- [ISP Declaration of Approval](#)
- [Data Disclosure Agreement \(DDA\) Template](#)

##### Cymraeg:

- ["Consent" ISP Template \(Welsh Version\)](#)
- ["No Consent" ISP Template \(Welsh Version\)](#)
- ["Consent" Information Reference Table in Welsh \(excel Version\)](#)
- ["No Consent" Information Reference Table in Welsh \(excel version\)](#)
- [Datganiad Cymeradwyo Protocol Rhannu Gwybodaeth \(PRhG\)](#)
- [Templed Cytundeb Datgelu Data \(CDD\)](#)