

NEIGHBOURHOOD WARDENS DATA SHARING PROTOCOL

Introduction

This data sharing protocol has been produced to allow members of the Bristol Community Safety Partnership to share appropriate information with approved Neighbourhood Warden Street Schemes. The use of this protocol will be dependent on each organisation signing the protocol, being registered as a partner to the BCSP and registering their scheme with the Information Commissioner. Security and retention periods will also need to be agreed prior to any information sharing.

General

Where possible information that does not identify individuals should be used and disclosed such as aggregated or statistical information. Personal information either held in computer or manual files may be exchanged under the Crime and Disorder Protocol. The activities covered by the C & D legislation are listed in the main protocol.

Notes for Neighbourhood Wardens

1. Neighbourhood Wardens are expected to comply with the Crime and Disorder protocol.
2. All personal information which comes into the possession of the wardens should be treated as confidential and follow the guidelines set out in the protocol.
3. Personal information should only be disclosed to nominated persons within Bristol City Council and Avon & Somerset Constabulary.
4. Personal data can only be passed about tenants (or visitors) who are believed to be causing criminal and anti-social behaviour to their neighbours.
5. All disclosures should be kept relevant and the minimum of information required.
6. Personal information passed must be accurate.

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7. Personal details of victims, informants and witnesses should normally only be provided to another agency with the written consent of the individual concerned.
8. A record should be kept of all personal data disclosed.
9. Each partner must not use the information for any purpose other than that set out in the protocol. Further disclosure would be illegal.
10. Disclosures can be made if urgently required for preventing injury or damage to health of a person.
11. If any partner is unsure if a disclosure is legal he should seek advice from the Council's Data Protection Officer or Legal Services.