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| *Title & Version* | Local Process Manual for the Business Crime Reduction Partnerships (BCRP) to accompany the National BCRP Data Sharing Agreement (DSA). |
| *Summary/Purpose* | The local process manual will provide guidance to BCRP staff regarding sharing processes and requirements. The DSA document has been signed by the Single Point of Contact (SPoC) for all parties and will be reviewed annually. This manual includes sections to assist operational staff with its implementation. Data and Information are often used interchangeably due to legacy documents and DSAs may be referred to as ISAs. |

Local Process Manual

For

xxxxxx BCRP

Page 2 1: Staff friendly version of the ISA

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**Summary / Version Information:**

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| --- | --- |
| **Date Agreement comes into force:** |  |

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| **BCRP Area:** |  |

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| **BCRP Manager:**  (Name and Warrant / Fin / Pay Number) |  |

**VERSION RECORD**

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| **Version No.** | **Comments** | **Made By** (Name and Warrant / Fin / Pay Number) |
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1. **STAFF FRIENDLY VERSION OF THE ISA**
2. **RECORDING RATIONALE FOR SHARING**

It essential that full rationale for all shared information is recorded, including verbal discussions or via the DISC system. Police will utilise the DPA2 form and save this to Niche, but any information the BCRP Managers extract from Niche must be saved with a clear and full rationale detailing:

* where the information came from (Police, Niche, Wardens, etc)
* the policing purpose for the sharing (specifying if special category data and reasons why this is required)
* the decisions around why it is necessary
* detailed consideration that the individuals human rights have been considered
* any additional safeguards to restrict additional sharing of this information

Full details on what can be shared, how it can be shared and how this should be recorded can be found in the main DSA document. The references for these documents are below:

Page 28 Appendix 3 How / what will be shared and constraints

Page 29 Appendix 4 Data protection request forms and storage

Page 30 Appendix 5 Email sharing and GSC

1. **PROCESSING PERSONAL / SPECIAL CATEGORY DATA FOR ADULTS** (INSERT LOCAL COPY HERE)
2. **PROCESSING PERSONAL / SPECIAL CATEGORY DATA FOR CHILDREN** (INSERT LOCAL COPY HERE)
3. **EXCLUSION NOTICE SCHEME DETAILS AND POINTS SYSTEM** (INSERT LOCAL COPY HERE)
4. **LIST OF PARTNERS SIGNED UP TO THE BCRP ISA**

A full list of all members who have signed up to this ISA can be obtained by contacting your BCRP Manager.

1. **Wider BUSINESS CRIME GROUP EXCLUSION CRITERIA** (INSERT LOCAL COPY HERE IF APPLICABLE)

Whilst the partnership organisation exclude individuals in specific areas, the wider area are finding they are pushing excluded individuals into other areas for them to start offending and reaching their ban thresholds resulting often in more than one ban. The policy and threshold is detailed below.