

# Rules & Protocols

## INFORMATION SHARING AGREEMENT BETWEEN

VISIT STAINES -UPON -THAMES STAINES- UPON -THAMES BUSINESS IMPROVEMENT DISTRICT(BID)

AND

## SCHEME MEMBERS

### PURPOSE

To enable the exchange and sharing of information for the prevention and detection of crime and anti-social behaviour between authorised scheme Members. It will incorporate measures aimed at

- Facilitating the secure sharing of photographs and incident data between Surrey Police and members
- Facilitating the collection and exchange of relevant information
- The pursuit of civil or criminal proceedings by either Surrey Police or Scheme Members.

### PARTNERS

- Any business in the Visit Staines Staines- Upon -Thames BID area who is a Member, plus individual persons lawfully representing a business or recognised interested party.
- Authorised officers/employees of Surrey Police, and Visit Staines.

### POWERS

This agreement fulfils the requirements of the following

- The Crime & Disorder Act 1998 (sec 115)
- Common Law Powers of disclosure
- The Rehabilitation of Offenders Act 1974
- The Human Rights Act 1998 (article 8)
- The Data Protection Act 2018 and GDPR 2018

A number of cases have been heard where challenges have been made to the use and distribution of personal data. The case law states that the information is shared in good faith for the prevention or detection of crime and only distributed to persons who have reasonable need to make use of it.

### TYPES OF INFORMATION TO BE SHARED

- Details of any incident relating to criminal and/or anti-social behaviour
- Photographs of persons reasonably believed to be about to commit or is committing or has committed a criminal offence or engaged in anti-social behaviour
- Photographic evidence of the result of the above

#### ROLES AND RESPONSIBILITIES UNTER THIS AGREEMENT

- Each Member must accept the conditions of this agreement in full. Any challenge to its contents and purpose will lead to immediate exclusion from the ability to share data but not exclusion from the BID, however the benefits of membership without information sharing will be limited
- Police photos are confidential documents and their use is restricted by a lawful obligation to the data subject, NOT to display them publicly
- Photographs MUST only be viewed by appropriate members of staff and for a lawful reason. The individual member is responsible for the protection of data from his/her account
- Surrey Police and Visit Staines accept no liability whatsoever in respect of any action or proceedings taken against a member or anyone for whom they are responsible following the usage and possession of photographs or data of a nominal whether proper or not. (It is strongly suggested that Members ensure they have suitable legal protection for data loss or misuse)
- Members will comply with the requirements of use, safekeeping and maintenance of provided data

#### LEGAL WARNING

- The scheme administrator is able to monitor access to the system and is able to track individual member's useage
  - Photographs and date that are printed are marked covertly with the member's identity
  - Unauthorised access, improper use or disclosure of any date held on the Database may constitute a criminal offence. Individual signatories will be held solely responsible for any action arising from their account
  - Sharing of an account log in details is not permitted
- For further information or questions regarding this agreement please contact the Administrator, Michelle Baker on Michille@visitstaines.co.uk

Digitally accepting this document is a formal acceptance and agreement of the conditions and liabilities of the Visit Staines Board.