

Humber Violence Prevention Partnership - Information Management Strategy

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Contents

Humber Violence Prevention Partnership - Information Management Strategy.....	1
Context.....	3
Who is this strategy for?	3
Why do we need a strategy?	3
Key Principles	3
What does good information management look like?	3
How will we work towards these goals?.....	4
Appendix 1: Roles and Responsibilities.....	6
Senior Information Risk Owners (SIROs).....	6
VRU Director	6
Data Protection Officer (DPO).....	6
All Staff.....	6
Appendix 2: Policy and Procedure Framework.....	7
Appendix 3: Obtaining and Processing Data.....	8
Personal Data.....	8
Special Category and Criminal Offence data	8
Appendix 4: Technical Infrastructure.....	9
Appendix 5: The Humber Information Sharing Landscape	10
Humber Information Governance Alliance	10
Humberside Criminal Justice Board	10
Yorkshire and the Humber Rehabilitation Partnership.....	10

Context

The Humber Violence Prevention Partnership (VPP) is a Violence Reduction Unit (VRU) funded by the Home Office to lead and co-ordinate the local response to serious violence, using an evidence-based whole-system or “public health” approach.

One of the Home Office’s primary expectations of VRUs is that they improve data sharing between partners in order to gain new insights and a more complete understanding of the drivers of serious violence and improve the targeting of support. Data sharing will also support the evaluation of the VPP’s interventions to maximise impact.

The VPP is supported by a core team, based in the Office of the Police and Crime Commissioner (OPCC), and staff working for its other constituent partner organisations

Who is this strategy for?

All people working in the Humber VPP – whether in the core team or in our partner organisations – need information every day in order to do their jobs. This strategy is for everyone involved in the VPP’s work and it outlines what we need to do to manage our information better.

Why do we need a strategy?

Information comes in many forms and is held in a variety of printed and electronic formats. We use this information in our daily working lives for many reasons including delivering services, formulating policy, holding meetings and managing staff. To maximise the potential benefit from our information we need to manage it effectively, re-use it where we can, share it appropriately and ensure that it is adequately protected.

In the context of the VPP as a multi-agency partnership, it is especially important to ensure that we use partners’ information fairly and only use it for the purposes for which it was shared with us.

Key Principles

- Compliance with legislation and regulations
- Sharing and re-using information using systems and technology
- Exploiting and enabling the re-use of public information
- Joining-up information flows and processes

What does good information management look like?

Every member of staff in the Humber VPP core team can say:

- *‘I am part of an organisation which values knowledge and information’*
- *‘I know how to access the information I need to do my job’*
- *‘I know how to protect information and manage it appropriately’*
- *‘I have the skills and tools I need to manage information’*
- *‘I know what’s expected of me when creating and using information’*

While abiding by their own corporate information management policies, all relevant staff in the Humber VPP’s partner organisations can say:

- *‘We are working together to improve data sharing in order to tackle serious violence’*

How will we work towards these goals?

Members of the VPP's core team

'I am part of a partnership which values knowledge and information'

We will develop a partnership culture which values information and works to remove barriers to managing information effectively.

We will:

- make it clear that good IM is everyone's responsibility and part of how we do our jobs every day;
- view managing information as an enabler to our business and not an additional responsibility;
- Invest in systems and design our processes with information management at their heart;
- Encourage feedback from information users to constantly review and refine our processes.

'I know how to access the information I need to do my job'

Providing staff with the right tools for managing information and training them in their use will help everyone know what information is available to them, why it's being held and where it's stored.

We will:

- minimise the volume of information that we hold, only keeping information where there is a business need to do so - in line with statutory requirements;
- maintain our knowledge of the information held by the organisation through use of a Record of Processing Activity (ROPA);
- develop a clear picture of where information and knowledge resides across the organisation and with our partners;
- securely dispose of information when we no longer require it.

'I know how to protect information and manage it appropriately'

We will work to achieve an environment where staff are risk aware and have the confidence to share information.

We will:

- Comply with the Data Protection Act (2018), following the policies of the OPCC (creating new policies where appropriate) to enshrine its principles into our working practices;
- Adopt the Humberside Police Information Security Policy, ensuring that procedures for handling breaches are strictly adhered to, and lessons learnt are incorporated into ways of working;
- Adopt a risk-based approach to sharing to ensure information and knowledge are shared responsibly, and re-used to meet the business need;

- Confidently manage information risk through the completion and regular review of Data Protection Impact Assessments and regular Data Protection audits.

‘I have the skills and tools I need to manage information’

We will ensure that all staff have the knowledge, skills and support they need to manage information and use it appropriately.

We will:

- Ensure that IM awareness is reflected in our induction training and development of everyone in the VPP throughout their career;
- Ensure that staff have the skills to use technology to their maximum potential;
- Procure information technology solutions that meet our needs, rather than designing our working processes around our IT systems;
- Ensure IM policies and guidance are easily accessible and kept up to date.

‘I know what’s expected of me when creating and using information’

We will ensure that staff know what is expected of them when creating and using information through IM Policies and guidance.

We will:

- Ensure that staff know who to contact when they require advice or guidance and ensure that help is readily available by appointing a Data Protection Officer reporting to the Director.

Through regular training and communication we will ensure that staff:

- Know why managing information properly is crucial;
- Know that they have a personal responsibility to manage information-related risk;
- Have the confidence to use and share information.

Partner organisations

‘We are working together to improve data sharing in order to tackle serious violence’

We will ensure that relevant staff in the VPP’s partner organisations understand the value of improving data sharing to tackle serious violence and how they can contribute.

We will:

- Where not existing, create effective data sharing agreements and pathways with key partners in pursuit of the most informed view of the drivers of serious violence;
- Explore the potential of platforms to facilitate effective data sharing;
- Use data from public sources and across the partnership to best target resources.

Appendix 1: Roles and Responsibilities

Each member of staff has certain roles and responsibilities with regards to Information Management

Senior Information Risk Owners (SIROs)

Each of the VPP's constituent partners will have their own SIROs in the context of their own organisational policies and procedures.

For the VPP's core team, hosted by the OPCC, the OPCC Chief Executive is the organisation's SIRO:

- The SIRO's role is detailed in the OPCC's Information Management Strategy

VRU Director

The VRU Director will champion effective Information Management throughout the partnership's work, including the implementation of this strategy.

Data Protection Officer (DPO)

The DPO assists the SIRO to monitor internal compliance, inform and advise the organisation on data protection obligations, provide advice regarding Data Protection Impact Assessments (DPIAs) and act as a contact point for data subjects and the ICO.

All Staff

Staff in the core team are required to read and comply with the organisation's data protection policies and seek the advice of the DPO where appropriate. Staff in other partner organisations will follow their policies.

Appendix 2: Policy and Procedure Framework

Wherever practicable the Humber VPP will adopt the policy and procedure framework of the Office of the Humberside Police and Crime Commissioner (OPCC) except where they are overruled by specific policy decisions recorded in this Information Management Strategy.

The following OPCC policies apply to the VPP

- Data Protection
- Records Management
- Retention

As Humberside Police IT systems and equipment are used by VPP staff, the following Humberside Police policy applies to the VPP

- Information Security

The following OPCC procedures are followed by the VPP

- Disciplinary procedure
- Subject Access
- Freedom of Information

Where information is collected via the OPCC website, the OPCC privacy notice shall apply. This also includes the lawful bases for processing personal data in the VPP and will link to the safeguards policy should the VPP develop into processing any special category or criminal offence data.

Appendix 3: Obtaining and Processing Data

The Humber VPP recognises three discrete sources of information:

1. Publicly available, regularly updated open-source data
2. Publicly available data that has been published as a one-off
 - a. for example research papers, or in response to Freedom of Information requests
3. Data that is shared by partners with the VPP but that has not been made public in its entirety

Where data from source 3 is used in a product that will be shared with partners and/or the public, the organisation that provided the data will be consulted in order to ensure it is being treated respectfully, and in-line with the supplying organisation's wishes.

As far as possible, the Humber VPP will use information from sources 1 and 2, only asking for data from partners where absolutely necessary.

Wherever possible, any data that is requested from partners will already be collected by them, with new data collection only being ordinarily considered for the purposes of scoping, designing or reviewing commissioned interventions.

Personal Data

Initially, the VPP will not use personal data. Where processing of personal data is being considered for a project, this will be subject to a Data Protection Impact Assessment and an Information Sharing Agreement will be considered.

Special Category and Criminal Offence data

Wherever the VPP intends to process any special category and/or criminal offence data, a safeguards policy will be created in-line with the requirements of the UK-GDPR.

Appendix 4: Technical Infrastructure

It is recognised that the technical infrastructure the Humber VPP uses to analyse its data is critical. Obtaining data, ensuring it is the correct format, storing it and analysing it can be costly and labour-intensive, requiring the use of dedicated systems. The VPP's core staff utilise Humberside Police's IT systems, which limits the flexibility of the partnership to implement its own bespoke systems.

Various VPP partners have access to systems and data that could, in-part, provide insight into offending and risk of offending in the Humber region. None of the partners, however, have access to all of the datasets that may be required by the partnership, nor can they provide dedicated staff for the VPP to access on an ad-hoc basis for quick-time data analysis. For the VPP to develop an in-house capability there would be a lag to fill vacancies, and the OPCC has historically found a limited pool of suitable candidates for technical vacancies.

Therefore, in order to fulfil its obligations within the first year of operation, it has been determined that it is not feasible for the VPP to set up its own technical infrastructure and support team. As a result, in the first year, the Humber VPP will adopt the Trauma and Injury Intelligence Group (TIIG) system - which is supplied by Liverpool John Moore's University.

This product is already used by Violence Reduction Units around the country. Its costs per annum – including setup, hosting, management and development - are broadly comparable to those of a single member of staff, with the VPP only required to prepare reports and conduct the analysis of the data. Posts to fulfil this have been recruited to in the core team.

The position of the VPP with regards to whether it continues to buy-in the TIIG system; or whether it wishes to commission or develop its own, will be reviewed by the Board on a regular basis.

Should a decision be taken to discontinue use of the TIIG system then it would be withdrawn in a phased approach to allow the VPP the time and space to build sufficient capacity and resilience.

Appendix 5: The Humber Information Sharing Landscape

The Humber VPP will seek to obtain and share non-published information within a broad Memorandum of Understanding with its partners, supplemented by Information Sharing Agreements if the information that is shared contains personal data.

The following existing sharing agreements-in-principle have been identified within the Humber region. The key local partners have been identified for each:

Humber Information Governance Alliance

- Humberside Fire and Rescue Service
- Humberside Police
- Local Authorities for each area
- NHS Clinical Commissioning Groups for each Local Authority Area
- NHS Trusts for each area
- The Probation Service

As well as a number of local schools and colleges, local support organisations and private companies

[The full list of signatories are located here.](#)

Humberside Criminal Justice Board

- Police and Crime Commissioner
- The Probation Service
- Crown Prosecution Service
- HMP Hull
- HMP Humber
- Her Majesty's Courts and Tribunals Service

Yorkshire and the Humber Rehabilitation Partnership

- The Probation Service
- Her Majesty's Prison Service
- Public Health England
- NHS
- Department for Work and Pensions
- Humberside Police and Crime Commissioner

Wherever possible, existing agreements will be used to facilitate effective data sharing, rather than creating new documents. This would be done by making a request of the owning forum to connect the VPP to the organisation(s) in question.

The Humber Information Governance Alliance contains most of the VPP's key partners, and has an agreement in principle on data sharing backed up by an Information Sharing Agreement template. Therefore, as far as possible, this forum and template will be used as a foundation by the Humber VPP.