



**Policy Title**            Police National Computer  
**CCMT Sponsor**        ACC Crime and Criminal Justice  
**Department/Area**    Crime Support  
**Section/Sector**        Headquarters

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**1.0 Rationale**

The use of the PNC is covered by several national Policy documents and codes, namely the PNC Code of Connection the PNC User Manual Volumes 1 & 2 and the PNC Code of Practice which denotes performance indicators and targets. Electronic copies of these documents are available to view on the [Information Research Bureau Knowzone Site](#).

**2.0 Intention**

This policy aims to provide guidance and instruction on the use of the various applications that can be accessed on the Police National Computer and outline the procedures applicable to its use within Thames Valley Police. This policy should be read in conjunction with national PNC policy.

**3.0 General Principles**

**3.1 GOVERNANCE STRUCTURE**

**3.1.1 PNC Steering Group**

The PNC Steering Group will be the group with overall strategic responsibility for the Thames Valley Police use of the Police National Computer.

The Terms of Reference for the PNC Steering Group are:

**Aims**

- To promote and develop PNC usage within Thames Valley Police as part of the intelligence led policing style, in support of the Police Authority's Strategic Plan and the Force Annual Policing Plan.
- To ensure compliance with data input standards and timeliness as defined by the HMIC thematic inspection report 'On The Record', the ACPO PNC Compliance strategy and the PNC Codes of Practice.
- To provide a mechanism to manage proper and effective use of the PNC, agreeing processes and standards and recommending policy changes to ACC(SO) for a decision by the CCMT, as required.
- To ensure the ongoing development of a PNC Strategic Action Plan designed to provide a co-ordinated and strategic approach to the use and marketing of PNC applications and associated systems.

**Objectives**

- To formulate and promulgate 'best practice' in the use of PNC within the force.

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- To identify where PNC could be used more efficiently and effectively, identify areas of weakness preventing effective use of PNC and areas for improvement.
- To ensure PNC practices and processes are effective and efficient in delivering data quality and timeliness to the required standards.
- To ensure appropriate managers are accountable for meeting PNC performance standards.
- To ensure managers are identified for each of the actions arising from the PNC Strategic Action Plan and to receive progress reports on the implementation of the necessary actions.

The PNC Steering Group is chaired by the Assistant Chief Constable (SO) and membership will include:

- Assistant Chief Constable (Crime and Criminal Justice)
- Head of Intelligence (Crime Support)
- Head of Criminal Justice Department
- Head of Information Research Bureau
- Head of Force Security Dept
- Head of Scientific Support
- BCU Criminal Justice Inspector
- PNC Liaison Officer
- IT Training Manager
- Data Protection Officer
- IT Project Manager

### **4.0 Guidance, Procedures & Tactics**

The Guidance, Procedures and Tactics (appendix A, B, C & D) are exempt under the Freedom of Information Act 2000, section 31 and will not be included in the publicly available version.

### **5.0 Challenges & Representations**

Any person directly affected by this policy may make representations in relation to this document and/or any decision in consequence of it to:

Detective Chief Superintendent Crime Support  
Thames Valley Police Headquarters  
Kidlington  
Oxon  
OX5 2NX

A complaint against an individual officer's conduct should be progressed through the Complaints against Police Procedures.

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The areas covered by this policy are open to scrutiny by HM Inspector of Constabulary.

**6.0 Communication**

**6.1 Links to Police National Legal Database Other**

- PNC Manual
- PNC Retention Guidelines
- Force policy and procedures for the recording, storage, dissemination, disclosure and retention/weeding of intelligence material in relation to the TVP Criminal intelligence System
- Information Security Policy

**6.2 Implementation Strategy**

The policy will be publicised as part of a communications strategy, which will include a FWO entry and Email.

Target audience included all staff authorised to request data from the PNC but in particular:

- All staff required to complete PNC Source Input Documents
- Custody Staff
- Information Research Bureau
- Intelligence Checks Unit
- Control Room Staff
- Area Intelligence Teams
- Force Intelligence Bureau
- Criminal Justice dept.
- IT Training Dept

**7.0 Compliance and Certification**

**7.1 Human Rights Certification**

**(i) Legal Basis**

The Police National Computer is a powerful, national database that is used as an investigative tool. Its use is governed by:

- Data Protection legislation
- Computer Misuse Legislation
- PNC Code of Connection.

Since the PNC gives access to personal information all police officers and staff must guard against unlawful use of or disclosure of any information.

This policy takes account of the:

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- Home Office Police Research Group Special Interest Paper 11
- Phoenix Data Quality (1998),
- Home Office Thematic Inspection Report “On the Record”
- ACPO PNC Compliance Strategy (2000)
- Home Office HMIC Report “Police National Computer Data Quality & Timeliness (2001)”

**(ii) Human Rights Articles Engaged**

It is acknowledged that this policy has the potential to engage the following articles: -

- **Article 2 Right to Life**
- **Article 8 Right to Respect for Private and Family Life**

In the event that an Article of the Convention is engaged, then the legitimacy for the engagement is usually provided within the text of the Articles.

**Article 2 Right to Life** may be engaged as a positive obligation with the use of warning signals to protect individuals, the public and police staff.

**Article 8 Right to Respect for Private and Family Life.** A public authority may interfere with the exercise of this right in accordance with the law and as is necessary in a democratic society in the interests of:-

- national security
- public safety or the economic well-being of the country
- the prevention of disorder or crime
- the protection of health or morals
- the protection of rights and freedom of others

**(iii) Prohibition of Discrimination**

By engaging any of the aforementioned Articles, there is the potential to engage Article 14 of the Convention. The enjoyment of the Rights and Freedoms set forth in the European Convention of Human Rights shall be secured without discrimination on any grounds, such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status. Actions taken as a consequence of this policy will be applied fairly and impartially, having due regard to natural justice and human rights.

**7.2 Diversity Impact Assessment**

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A Diversity Impact Assessment has been completed; it has been rated as Low relevance against the six strands of Diversity and is available from the Thames Valley Police Policy Management Unit Intranet and Internet sites.

### **7.3 Diversity (Human Resources)**

In the application of this policy, the Force will not discriminate against any persons regardless of their gender, sexual orientation, race or ethnic origin, religion, age or disability.

### **7.4 Management of Police Information (MoPI) Compliance**

Information deemed 'for a policing purpose', or any data about an individual that is circulated or received by e-mail; or published/downloaded via the intranet or internet or circulated in any other format must comply with [MoPI guidelines](#).

### **7.5 Community Engagement Strategy and Standards**

This policy has the potential to engage the Force Community Engagement Standards.

Please use the following links for further information:

[Community Engagement Strategy](#)

Standards

### **7.6 Data Protection**

Personal data processed in compliance with this policy will be managed in accordance with the provisions of the Data Protection Act 1998. It is recognised that 'sensitive personal data' (as defined by the Act) will be processed in compliance with this policy and appropriate procedural, security and retention procedures will be implemented to ensure correct access, retention and security measures are in place.

### **7.7 Freedom of Information Act**

This policy is available to the public and will be published on the Thames valley Police Freedom of Information Publication scheme. The Guidance, Procedures and Tactics (appendix A, B, C & D) are exempt under the Freedom of Information Act 2000, section 31 and will not be included in the publicly available version.

### **7.8 Protective Markings**

This policy has been assessed as NOT PROTECTIVELY MARKED.

### **7.9 Health & Safety at Work**

This policy has been drafted with Health and Safety legislation and guidance taken into consideration.

### **8.0 Monitoring and Review**

A full review will be carried out annually by the Head of Information Research Bureau and will examine:

- Changes in legislation
- Court rulings – Domestic, European and Human Rights
- Examples of good practice from other Forces or other organisations
- Changes in Home Office Circulars
- Developments with ACPO Policy Unit
- Representations made by individuals and relevant organisations
- Relevant Race Equality data