



Confidentiality Declaration¹

****OFFICIAL-SENSITIVE****

Name of meeting:

Chair:

Date of meeting:

Purpose of the meeting:

Any personal information or sensitive personal information known as special category data disclosed to you during this meeting has been provided to you in strict confidence and for the purpose of:

1. The detection of crime and anti-social behaviour
2. The prevention of crime and anti-social behaviour
3. The apprehension of an offender for crime or anti-social behaviour
4. The prosecution of an offender for crime or anti-social behaviour

Subject to Section 115 Crime and Disorder Act 1998, the UK GDPR, the Data Protection Act 2018 and the Data (Use and Access) Act 2025, in particular exemptions to the UK GDPR set out at Schedule 2 Part 1 Section 2 Data Protection Act 2018.

- The information shared is done so on a lawful basis. The lawful basis relied upon is to perform a task in the public interest. The lawful basis for processing special category data is in the substantial public interest for the administration of justice. Information should only be shared on a need-to-know basis and must not be disclosed to any third party, including the data subject and other staff who do not have direct involvement in the original purpose for which it was disclosed. Further dissemination will only be permitted where there is a lawful basis to do so.
- It must be stored securely and permanently deleted when it is no longer required for the purpose for which it is provided.
- Any Warwickshire Police information shared is only valid at the time of provision and should only be used for the purpose as disclosed. It is only disclosed for the specific purpose given at the time of disclosure and should not be used for any other purpose.
- Any information shared will be proportionate and necessary for the purpose for which it is being shared.
- Where possible information shared must be handled and stored in accordance with the Government Protective Marking Scheme.
- Where personal information is shared with organisations that do not have access to secure email addresses, it must be encrypted with a password.

¹ Agreed for use in Community Impact Operational Groups, Vulnerability meetings, Partnership Problem Solving meetings, Domestic Abuse Related Death Review Panels, Hate Crime meetings, Young Futures Panels, Stratford District ASB and Case Management meetings, Warwick District ASB and Case Management meetings, Rugby Borough ASB Youth and Victim Case Management meetings, Nuneaton and Bedworth Borough ASB meetings and North Warwickshire Borough ASB meetings.

- Attendees joining the meeting virtually must ensure that confidentiality is maintained throughout.
- Due consideration will be given to the implications of recording the meeting and how this could be used, and agreement sought from all attendees before any recording commences.
- Any AI tools used in the meeting must be managed by a partner organisation and have a DPIA in place. Their use must be agreed by all attendees before the meeting commences. Private AI tools should not be used in meetings where personal data is shared.
- All persons signing this document are duly authorised to act on behalf of their respective organisation to adhere to the conditions set out.

Please note, by signing this sheet you are agreeing to comply with the requirements of the Safer Warwickshire Partnership Board Community Safety Information Sharing Protocol and/or the specific Information Sharing Protocol applicable to this meeting.

Name	Signature	Organisation Represented