

Consultation on Information Management Authorised Professional Practice

Archiving of records in the public interest

Feedback form

Consultation closes 8 March 2021

# About this consultation

We want to hear your views on draft Authorised Professional Practice (APP) on Archiving records in the Public Interest.

The guidance will be of particular relevance to Chief Officers and will also be of interest to those working in Information management.

The APP provides guidance to forces on the identification of records that should be retained beyond their normal policing or organisational purpose including processing, preservation criteria, safeguards to be applied and public access.

Please use this form to send us your feedback. The feedback boxes will increase in size as you enter your text.

Your completed form should be emailed to **I&RMgtCode@college.pnn.police.uk.** Please respond no later than 8 March 2021.

All feedback will be collated and analysed by College staff and the draft APP amended if appropriate. We will only contact you if we need to clarify any of your comments and you give us your contact information. A summary of changes made as a result of feedback will be published at the same time as the final APP.

### Privacy Notice

The information you have provided will be held by the College of Policing in accordance with Data Protection legislation. Your information will be lawfully held and processed for the purposes of informing the consultation phase of APP development.

The information will be processed under the lawful basis of public task.

The information you provide will only be used to inform development of the product.

Your personal information may be shared with internal business units when analysing feedback.

Your personal information will not be shared externally or outside of this process.

We will hold your information for one year. After this period your information will be securely disposed of.

The College takes its data protection responsibilities very seriously. Your information will be held securely and will only be processed for the purposes stated above or to fulfil a statutory obligation.

You have certain rights under the Data Protection legislation regarding your personal information, which includes the right to access information held about yourself, to ensure it is accurate and to ask it is deleted or no longer processed.

For more information about your rights please see our full privacy notice, which can be found on the legal page of our website. You can also contact our Data Protection Officer by emailing: Data.Protection@college.pnn.police.uk

## About You

|  |  |
| --- | --- |
| Name (optional) | Click here to enter text. |
| Role (optional) | Click here to enter text. |
| Organisation (optional) | Click here to enter text. |
| Please tell us if your views are personal or whether they represent an official response from you organisation. If official, please state in what context (e.g. Chief constable, Head of information) | Click here to enter text. |
| if you are willing to be contacted should we need further clarification on your comments, please provide your contact details | Click here to enter text. |
| If you wish to be informed when the final APP is published, please provide your contact details | Click or tap here to enter text. |

### Consultation Questions

**It will be helpful for us to understand why you have given a particular answer, or how you think the APP could be improved. Please provide detailed comments wherever possible.**

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| 1. To what extent do you think the APP is easy to follow and understand? Please let us know if there are any specific changes that you would like to see.  Click here to enter text.  2. To what extent do you think the guidance in the APP is clear and provides a clear framework to assist forces with managing records that are retained in the public interest? Please let us know if there if there are any specific changes that you would like to see.  Click here to enter text.  3. To what extent do you think the APP sufficiently covers the relevant data protection safeguards? Please let us know if there is any specific information that needs to be added.  Click here to enter text.  4. To what extent do you think compliance with the APP will build police legitimacy and increase public confidence in the way forces manage their information records? Please let us know if there is any specific information that needs to be added.  Click here to enter text.  5. To what extent do you think the approach detailed in the APP is practical? Please let us know if there are any specific changes that you would like to see.  Click or tap here to enter text.  6. Do you have any other comments on potential positive or negative impacts of the APP?  Click here to enter text.  7. How easy or difficult do you think it will be to implement the APP across forces?  Click or tap here to enter text.  8. Do you have any suggestions that you think would help the implementation of the APP?  Click or tap here to enter text.  9. Do you have any other comments on the draft APP?  Click here to enter text. |

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About the College

We’re the professional body for the police service in England and Wales.

Working together with everyone in policing, we share the skills and knowledge   
officers and staff need to prevent crime and keep people safe.

We set the standards in policing to build and preserve public trust and we help   
those in policing develop the expertise needed to meet the demands of today   
and prepare for the challenges of the future.

college.police.uk