



### When completing an information form

The police have a robust process for collecting and storing information and intelligence. This process has to be both ethical and accountable; it not only sifts but validates and appropriately grades the information. Police intelligence is used to identify crime and disorder patterns and to identify individuals who may be offending or are likely to be victims. The police will record information however it is passed to them but an organization such as a local authority should have an auditable process.

In order to satisfy this requirement, this form has been produced by the police for the passing of all intelligence and information.

This form is not be used for the day-to-day communications that we enjoy locally, but for information that may be sensitive or confidential (this could include suspected involvement in **organised criminality, CSE, other forms of exploitation such as modern slavery, firearms offences, drug supply etc..**)

The legal protection for the passing of intelligence/information may be found in:

Sec 29 Data Protection Act 1998 which allows for the passing of information for:

- Prevention and detection of crime
- Apprehension or prosecution of offenders

Sec 115 Crime and Disorder Act 1998

- Passing information to a 'relevant authority' for the purposes of the Act (preventing crime & disorder)

Sec 17 Crime and Disorder Act 1998

- Duty of the local authority to exercise all of its functions with due regard to the effect on crime and disorder

## Points to note:

1. Keep the information simple, straightforward and to the point. **If there is a safeguarding issue ALWAYS flag immediately to the appropriate agency or supervisor.** The form is not a referral form, nor does it replace any pre-existing referral or notification mechanism.
2. Always include locations e.g. High Street, Chesham. The people getting the reports receive them for the whole of Buckinghamshire.
3. Always record the full details when referring to people if you know them (First, Surname and Date of Birth). Do not assume that the person reading the report automatically knows who you are talking about.
4. If referring to vehicles and you have the registration number, still put the make, model and colour of the vehicle if you know what it is.
5. Please try and ascertain the provenance of the intelligence (ie how the person knows about the information) and how many other people know about it.
6. All information received by the police intelligence team is treated in the strictest of confidence and is available to other police officers only on a 'need to know' basis. The identity of the source of the information will be kept very secure and will not be revealed unless under exceptional circumstances and then only with that person's permission.
7. **It is not always possible to provide an update on the information you have passed, please do not think this means it is not being used.**
8. If in any doubt, please feel free to contact your local Area Intelligence Office on:  
Aylesbury on 01865 854156 or email [FIHAylesbury@thamesvalley.pnn.police.uk](mailto:FIHAylesbury@thamesvalley.pnn.police.uk)  
High Wycombe on 01865 309400 or email [FIHWycombe@thamesvalley.pnn.police.uk](mailto:FIHWycombe@thamesvalley.pnn.police.uk)  
Chiltern and South Bucks on 01865 542233 or email [FIHChilternandSouthBucks@thamesvalley.pnn.police.uk](mailto:FIHChilternandSouthBucks@thamesvalley.pnn.police.uk)  
Milton Keynes on 01865 541301 or email [FIHMiltonKeynes@thamesvalley.pnn.police.uk](mailto:FIHMiltonKeynes@thamesvalley.pnn.police.uk)