

## **National Senior Careers Advisory Service - NSCAS**

### **INFORMATION MANAGEMENT PROTOCOL**

A fundamental principle of this protocol is that personal information held by NSCAS about an identified individual will not be disclosed outside NSCAS without the express permission of the individual.

This protocol does not override the obligations and duties set out in the police Code of Conduct.

### **Management information within NSCAS**

NSCAS staff, and those responsible for the governance of NSCAS, will be entitled to see any summary data relating to NSCAS applicants or participants to enable NSCAS to make decisions to manage, monitor and develop the service, provided only that no individual can be identified from this data.

### **Personal information**

All information provided by individuals as part of their application and assessment to use NSCAS services and as NSCAS clients will be held securely. The Development Adviser for the individual may have access to this information. This information may be seen by other individuals within NSCAS for the purposes of reviewing or monitoring progress or of arranging specific activities in line with the PDP. (Individuals have the right to require that the Development Adviser does not disclose certain pieces of information to any other person).

Individuals may choose, once they become Level 2 clients to provide further information (e.g. Force PDR, Force PDP, feedback from previous applications). Individuals are not obliged to provide further information. If they choose to do so, it will be available only to their Development Adviser, unless the individual gives express permission for it to be shown to others.

All NSCAS Level 2 clients will have a PDP which they will own, and which will be shared with their Force's Chief Constable and line manager (if different). Individuals may, if they wish, specify that certain information (e.g. about their reasons for wanting to move to a different Force) is retained by their Development Adviser separately from their PDP and is not disclosed to any other person within NSCAS or elsewhere.

All information held about an individual will be destroyed three years after that person ceases to be a Level 2 client.

### **Records of discussions between individuals and Development Advisers**

Development Advisers must keep brief records of any discussions with individuals. The Development Adviser must tell the individual of the existence of such records and they must be available to the individual to see. Records of meetings may not be disclosed to any other person, including other

Development Advisers, without the express permission of the individual, unless there is a legal obligation to disclose (e.g. a discovery order made by an ET).

All records will be destroyed three years after the person ceases to be a Level 2 client

### **Disclosure and reporting to the Force**

A report on all those who apply for Level 2 but who are not assessed as able to use NSCAS services will be provided to their Chief Constable (and to the individual). This report will set out the reasons for the decision not to accept the individual and the evidence to support those reasons but it will not include any personal data.

For those who become Level 2 clients, the PDP will be shared with the individual's Chief Constable and line manager (if different). The aim will be to make the PDP a shared and agreed document between the individual, the Force and NSCAS but ownership will reside with the individual. (The individual will have the option of holding back certain information from the shared PDP, and discussing it with their Development Adviser only). The outcome of formal reviews of progress against the PDP will also be shared but this will not include sharing any personal information. There will be no other reporting to the Force by NSCAS. Individuals may choose not to disclose to their Force any information in addition to that provided by NSCAS.

The individual has the right to be present at any meeting between the Development Adviser and the Force. In any discussion between the Development Adviser and the Force, general information about progress and future plans in the achievement of the PDP may be discussed, but the Development Adviser may not disclose any personal information without the express permission of the individual.

### **Disclosure to the individual**

Any reports given to the individual's Force in the circumstances set out above will always be given to the individual as well. All assessments made on applicants and participants will be provided to the individual on request. Individuals have the right to view all files held on them.

### **Disclosure to other Forces, APA, ACPO, PNAC, HMIC and Home Office, Senior Appointments Panel, Staff Associations etc.**

NSCAS will not provide information about any individual to anyone other than the individual's current Force and will not provide any references. Participants in NSCAS will be encouraged by Advisers to use their PDP as evidence of their potential, abilities, and achievements when applying for positions.

NSCAS will provide management information to ACPO, APA, HMIC SAP, and the Home Office about the numbers participating in NSCAS and broad indications, assuming successful completions of PDP's, of numbers of individuals likely to be

suitable for ACPO ranks/Executive roles in the coming years. No individual will be identified in any of this information. NSCAS will also alert ACPO, APA, HMIC SAP, and Home Office to any succession planning or future leadership issues which they consider relevant, provided that no individual is identified.

If requested to do so, NSCAS will provide other organisations within the Police service with information about NSCAS services and participants, provided that no individual can be identified from any of the information provided.

Information will not be provided by NSCAS in any circumstances for the purposes of: -

- Making or considering making an appointment within the police service
- Assessing the readiness of individuals for appointment within the police service
- Considering or taking action to deal with under-performance

### **Disclosure of personal information within NSCAS**

Information about the personal or factual details of NSCAS clients (e.g. contact details, training attended) may be accessed by NSCAS staff as required to perform their duties. All other information and recorded comments about NSCAS clients will be held in confidence by the designated Development Adviser and may be accessed only by other Advisers in the absence of the designated Adviser or where an individual changes Adviser. If other staff in NSCAS consider that they need access to any of this data they must have the express permission of the Development Adviser to do so. The Development Adviser must be satisfied that the person has a necessary need for information to enable them to do their job effectively.

### **Receipt of information from others**

NSCAS undertakes not to request any information directly from other organisations about individuals. Any information that a Development Adviser considers would be helpful will be requested from the individual. Any information provided by the individual, or received without a request, will be treated in accordance with this protocol.

### **Codes of ethics for coaches, counsellors and mentors**

NSCAS will sometimes provide participants with a mentor, coach or counsellor who subscribes to a Code of Ethics. NSCAS undertakes not to ask a coach, counsellor or mentor to disclose information that would be in breach of their Code of Ethics. NSCAS will not give any information about a client beyond the name and contact details to coach or mentor, although the client can do so.