

# Dyfed-Powys Police

Policy Title: **Intranet (Hailstone) "Clued Up" Policy**

HQ Policy Ref No: 01/03

<b>Author:</b>	Staff Officer	<b>Dept:</b>	ACPO, HQ
<b>Version:</b>	2	<b>Date:</b>	12/03/07
<b>Human Rights Act Certification:</b>	Martin Beckett	<b>Date:</b>	22/01/03
<b>Approved by:</b>	Barry Taylor - ACC	<b>Date:</b>	25/02/03
<b>Ratified by:</b>	Management Board	<b>Date:</b>	25/02/03
<b>Next Review Date:</b>	March, 2008		

## Human Rights Generic Audit Compliance List

**POLICY NAME:** Intranet (Hailstone) "Clued Up" Policy

**Policy Owner :** Staff Officer, ACPO HQ

**Audited by:** M. Beckett

Issue	Question	Response	Page Ref
AUDITING FOR POTENTIAL INTERFERENCE AND DISCRIMINATION	Have the contents of this policy (and any attendant powers, authorities and directions contained within it) been audited for potential interference with an individuals rights?		
	Have the contents of this policy been audited for the potential for it to be discriminatory. In relation to the application or provision of such rights?		
KEY HUMAN RIGHTS PRINCIPLES	Does the policy contain a statement explaining what the legal basis is for the policy (and any attendant powers, authorities or directions given within it)?		
KEY HUMAN RIGHTS PRINCIPLES	Does the policy provide details of what could be considered a legitimate aim(s) for the potential interference with an individuals rights by virtue of exercising the policy and its attendant powers, authorities or directions?		
KEY HUMAN RIGHTS PRINCIPLES	Are supervisors and practitioners made aware of the need to follow a clearly defined decision making process in		

	considering all information, and deciding on courses of action?		
<b>KEY HUMAN RIGHTS PRINCIPLES</b>	Is it explicit within the policy what the minimum standards are in relation to the documentation of such decision making?		
<b>KEY HUMAN RIGHTS PRINCIPLES</b>	<p>Does the policy provide managers and practitioners with clear guidance on establishing the:-</p> <ul style="list-style-type: none"> <li>· Legal basis of their actions</li> <li>· The aim of their actions (legitimate aims can only be established by virtue of the exemptions and derogation's given in the act)</li> <li>· Whether their actions are justified and proportionate in seeking to achieve their aim(s)</li> <li>· Whether the intended action is the least intrusive and damaging option to achieving the aim(s)</li> <li>· The need to document clearly the decision making process and outcomes of action.</li> </ul>		
<b>DELINIATING BETWEEN POLICY AND TACTICS</b>	Does the policy incorporate police tactics, which would make it impractical to publish the contents? (NB: due to publication requirements it is suggested that tactical material is not included in policy documentation for		

	security reasons).		
<b>RIGHTS, PUBLICATION AUDIT AND INSPECTION</b>	<p>Does the policy contain a statement in favour of public disclosure or, if this is inappropriate, justification of any reservation to this rule on public interest/other grounds?</p> <p>Does the policy contain:-</p> <ul style="list-style-type: none"> <li>· a clearly defined statement of rights when a power, authority or direction is being exercised. Including the right to make representations, access to legal advice etc?</li> <li>· a statement about the availability of the policy (method of proposed publication to public). and clearly defined appeals procedure?</li> <li>· a recommendation about maintaining audits and inspection of decision making?</li> <li>· a recommendation about the level of independent scrutiny of decision making and complaints?</li> </ul>		
<b>CERTIFICATION OF COMPLIANCE</b>	Does the policy contain a certification that it has been drafted in accordance with the Human Rights Act and the principles underpinning it?		
<b>LEGAL VETTING</b>	Has this policy been through legal vetting for human rights compliance?		

<b>POLICY REVIEW</b>	Has the policy got a review date to ensure ongoing compliance in light of emergent legislation and human rights case law?		
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## **CERTIFICATE OF COMPLIANCE**

This policy has been drafted in accordance with the Human Rights Act and has been reviewed on the basis of its contents and the supporting evidence and it is deemed compliant with that Act and the principles underpinning it.

Signed: *M. Beckett*

(Force Legal Adviser)

Name: Martin Beckett

Department: Legal

## **REVIEW**

This policy is due for review by:

Date: March, 2008

# Heddlu DYFED POWYS Police

## Intranet (Hailstone) "Clued Up" Policy

### **1. Policy**

- 1.1 This policy aims to support the encouragement of staff to use the interactive communications facilities "Clued Up" on the force intranet.
- 1.2 The main purpose of the policy is to set out clearly the standards expected of all users in terms of the issue of the "Clued Up" intranet facilities.
- 1.3 That police officers, police staff, PCSO's, special constables, volunteers and all other staff in the exercise of the use of these facilities will ensure that they:
  - (a) give due regard to the welfare, safety, general well being and human rights, of individuals;
  - (b) make appropriate use of all current and relevant legislation;
  - (c) do not unjustifiably discriminate against any individual or groups of individuals;

(d) ensure that actions taken are justified, strictly proportional to and the least intrusive and damaging option to the achievement of their legitimate aims;

(e) follow the guidance in the attached Appendix 'A of this policy.

1.4 That in the exercise of any power, authority or directive under this policy, all decision making processes will contain the following elements:-

Defining the objectives, determining all available and relevant information, assessing feasible options, documenting decisions made and reviewing outcomes.

## **2. Aims and Lawful Authority**

2.1 The aim of this policy is to ensure clarity in terms of the use of the Intranet facilities, "Clued Up".

2.2 The legal basis for the exercise of any power, authority or directive under this policy is:-

(1) Data Protection Act 1984 and 1998

(2) Police (Conduct) Regulations 1999

- (3) Police (Complaints) - (General) Regulations 1985
- (4) Police Act 1996
- (5) Human Rights Act 1998
- (6) Obscene Publications Act 1959
- (7) Freedom of Information Act 2000
- (8) Copyright, Design and Patents Act 1998
- (9) Computer Misuse Act 1990
- (10) Defamation Act 1996
- (11) Sexual Offences Act 1976
- (12) Public Order Act 1986
- (13) Crime and Disorder Act 1998
- (14) Health and Safety at Work Act 1974 (and the regulations introduced thereunder)
- (15) Common Law – Libel and Defamation
- (16) Public Interest Disclosure Act 1998
- (17) Employment Rights Act 1996

(18) Unsatisfactory Performance Procedures (Police Efficiency) Regulations 1999

2.3 Staff will need to have regard to and ensure compliance with the following internal policies, procedures and guidelines.

(1) Code of Conduct (Support Staff)

(2) Code of Conduct (Special Constables)

(3) Corruption, Dishonesty and Unethical Behaviour Prevention Policy

(4) Business Interests Policy

(5) Common Minimum Standards

(6) Information Security Policy

(7) Complaints and Discipline Force Policy

(8) Data Protection and Disclosure Policy

(9) Diversity Policy

(10) Equal Opportunities Policy

(11) The Internet and External Mail Security Policy

2.4 Dyfed-Powys Police consider that any action taken under this policy is necessary in a democratic society in the interests of:

(1) National Security

(2) Public Safety

(3) The economic well being of the country

(4) Prevention of Crime and Disorder

(5) Preventing of health and morals

(6) Preventing the disclosure of information received in confidence

(7) Protection of the reputations, rights and freedom of others

(8) The protection of Public Order

### **3. Definitions**

#### Force Intranet

A private and secure version of the Internet that is available only to computers connected to the force wide area network.

### **4. Derogations**

Nil.

## **5. Enforcement and Reporting**

It will be the responsibility of all staff to ensure strict compliance with this policy.

## **6. Accessibility, Redress and Reviews**

6.1 This document will be published and made readily available to all police officers, police staff, PCSO's, special constables and volunteers via the Force intranet System or where this facility is not available and at the discretion of Divisional Commanders/Heads of Department, through paper dissemination.

6.2 The operation of this policy will be subject to internal and external review e.g. externally by Her Majesty's Inspector of Constabularies (HMIC), internally by Dyfed-Powys Police Information Systems and Technology Department, Human Resources and other bodies as appropriate.

6.3 Any person(s) who has/have cause to feel aggrieved by any matter outlined in this policy may seek redress in the following ways:

- Misconduct procedures
- Civil or criminal proceedings

- Organisational complaints procedure

- Reconciliation procedure

6.4 Any person in exercising their right, as detailed in paragraph 6.3 above, will have the right of equal access to information and the right to seek legal advice.

### Introduction

- 1.1 Following recent internal surveys of staff, poor internal communication was identified as an issue and an Internal Communications Group was established in order to improve it.
- 1.2 Two specific needs were identified. Firstly, a means of posting questions or queries to specific members of staff within the organisation e.g. questions to the Chief Constable. Secondly, an electronic facility to allow staff to add news, announcements or other snippets of information for circulation which would not otherwise be official police business for the purpose of the "All Users Network".
- 1.3 The two applications were developed one of which has been removed namely "Cards on the Table". The other facility jbiw as "Clued Up" allows staff to add news, announcements and other snippets of information. "Clued Up" is available on the force intranet (Hailstone) system via the force "Home Page".
- 1.4 As a force we have adopted a set of values which set out how we should behave. These values are embraced in the Police Service Statement of Common Purpose and Values.

## **2. “Clued Up” Facility**

This application has been developed to allow staff to add news, announcements, items for sale (not connected to a business interest) or any other snippets of information to the force intranet.

- 2.1 Instructions on how to use the application can be accessed via the "Clued Up Homepage".

## **3. Information Applicable to “Clued Up”**

- 3.1 The system is not to be used for commercial gain or in connection with any business interest of a member of staff. Items advertised for sale are for one off items only.

- 3.2 Any posting which is in the view of the Systems Administrator incorrect, malicious, inappropriate, derogatory or defamatory will be removed immediately and without notification. The System Administrator is the only person who can amend, delete or remove an item from the system.

- 3.3 Employees should note that their behaviour in the way they use the facilities at work may disrupt or damage the performance or reputation of their department. Employees should take all reasonable steps to guard against damaging the reputation of their department through the appropriate use of these facilities.

- 3.4 Breaches of this policy or misuse of the system will be dealt with as a "Disciplinary" or "Conduct/performance at Work" related issue.
- 3.5 The use of "Clued Up" will be monitored in accordance with the Data Protection Act and will be proportionate to achieving the business purpose and will respect the privacy of individuals.
- 3.6 The communication facility which include the force intranet (Hailstone) are there for the business purposes of Dyfed-Powys Police who own the IT equipment and the messages sent within the system.