

**Christopher Stacey**  
Via e-mail to [Chris Stacey](#)

Our Reference: 46709

1st May 2009

Dear Mr Stacey,

I am writing with reference to your request, made under section 1(1) of the Freedom of Information Act 2000, for information regarding retention and removal of information on the Police National Computer.

You asked for the following information:

*Firstly, I would like to know what the processes are for the retention and removal of information on the Police National Computer. #*

*Within this request, I would like to obtain the relevant documents that set out the procedure by which information is initially inserted on to the PNC, including what type of information (for example, offences, allegations, suspicious). I would also like to obtain the relevant documents which set out the circumstances by which information on an individual's PNC record is, or can be, removed.*

*Secondly, having contacted the NPIA Customer Support Team, reference was made to the "Weeding Rules". I was advised to make an FOI request to obtain both the current Weeding Rules, as well as the previous Weeding Rules which refer to the procedure prior to an overhaul of the process a couple of years ago.*

Under section 21 of the Act, we are not required to provide information in response to a request if it is already reasonably accessible to you. Please find below response and links to the relevant publically available documents.

1. Information on the processes for the retention and removal of information on the PNC can be found in the ACPO document 'Retention Guidelines for Nominal Records on the Police National Computer', available on the ACPO website at:

<http://www.acpo.police.uk/asp/policies/Data/Retention%20of%20Records06.pdf>

or

**NPIA**  
Hendon Data Centre,  
Aerodrome Road,  
Hendon, London, NW9 5JE

T 020 8358 5195  
F 020 8358 5060

NPIA (headquarters)  
4th Floor,  
10-18 Victoria Street,  
London, SW1H 0NN

T 020 7147 8200  
F 020 7147 8376  
[www.npia.police.uk](http://www.npia.police.uk)



INVESTOR IN PEOPLE

## National Policing Improvement Agency

---

[http://www.homeoffice.gov.uk/documents/Bichard\\_Step\\_Model\\_Retention.pdf](http://www.homeoffice.gov.uk/documents/Bichard_Step_Model_Retention.pdf)

Rules for Scotland are different and these can be found on the Scottish Police Services Authority (SPSA) at:

<http://www.spsa.police.uk/documents/71/71.pdf>

2. Documents that set out the procedure by which information is initially inserted on to the PNC, including what type of information (for example, offences, allegations, suspicious). This can be found in the 'Police National Computer Code of Practice', available on our website [www.npia.police.uk](http://www.npia.police.uk) via this link:

[http://www.npia.police.uk/en/docs/Police\\_nat\\_comp\\_C\\_of\\_P.pdf](http://www.npia.police.uk/en/docs/Police_nat_comp_C_of_P.pdf)

3. Documents which set out the circumstances by which information on an individual's PNC record is, or can be, removed. This information can be found in the documents at (1).
4. The current 'weeding rules'. Yet again, these can be found in the documents at (1).
5. The previous 'weeding rules'. These can be found on the ACPO website at:

[http://www.acpo.police.uk/asp/policies/Data/weeding\\_rules\\_version5\\_nov\\_2000.doc](http://www.acpo.police.uk/asp/policies/Data/weeding_rules_version5_nov_2000.doc)

As a general point it should be noted that the Chief Constable of each police force owns the information they put onto PNC for their force area. ACPO (Association of Chief Police Officers) as a body represents all 44 individual forces in England & Wales and Northern Ireland, is the representative owner of all PNC records and is therefore mandated to determine the retention and removal policy for this information. This role is performed by the SPSA for Scotland. NPIA's role is as the Data Processor of this information and any activity which we undertake is as a result of and in accordance with this ACPO policy.

### Your right to complain

We take our responsibilities under the Freedom of Information Act seriously but, if you feel your request has not been properly handled or you are otherwise dissatisfied with the outcome of your request, you have the right to complain. We

## National Policing Improvement Agency

---

will investigate the matter and endeavour to reply within 3 – 6 weeks. You should write to:

Gavin McKinnon  
Head of Secretariat  
National Policing Improvement Agency  
10-18 Victoria Street  
London  
SW1H 0NN

E-mail: [gavin.mckinnon@npia.pnn.police.uk](mailto:gavin.mckinnon@npia.pnn.police.uk)

If you are still dissatisfied following our internal review, you have the right, under section 50 of the Act, to complain directly to the Information Commissioner. Before considering your complaint, the Information Commissioner would normally expect you to have exhausted the complaints procedures provided by the NPIA. The Information Commissioner can be contacted at:

FOI Compliance Team (complaints)  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Further information about the NPIA is routinely published on our website at [www.npia.police.uk](http://www.npia.police.uk) or through our publication scheme. If you require any further assistance in connection with this request please contact us at our address above.

Yours sincerely,

**Phil Cundy**  
Service Improvement Manager  
**National Policing Improvement Agency**  
Web: [www.npia.police.uk](http://www.npia.police.uk)