

From: [REDACTED]  
Sent: 27 September 2010 14:24  
To: rebecca.bradfield@homeoffice.gsi.gov.uk; Jaspert Gus;  
hannah.sharp@lga.gov.uk; Meagan Mirza; Deyes Nick; Edwards Alexander; Campbell  
Andrew; judith.kent@lincs.pnn.police.uk; Stephens2076@surrey.pnn.police.uk;  
trevor.adams@met.pnn.police.uk; neil.rhodes@lincs.pnn.police.uk;  
[REDACTED] ian.readhead@acro.pnn.police.uk  
Subject: Home Office invite Crime Mapping Steering Group 20100928  
Importance: High

Dear All,

As you know the NPIA will be taking forward the commission to develop the next iteration of CrimeMapper and is aiming to deliver this in January 2011. Please indicate using the voting buttons above whether you would be available to attend the inaugural Strategic Steering Group meeting for this piece of work on Thursday 21st October at 14:00 - 16:00.

Once attendee availability is confirmed (and a new date selected, if the date proposed is unsuitable) I will circulate venue details, the agenda and a draft Terms of Reference.

Your prompt response would be much appreciated.

Kind regards,

[REDACTED]  
Staff Officer to ACC Steve Mortimore  
Director of Policing, Policy and Practice  
CEO Directorate  
National Policing Improvement Agency

NPIA (Headquarters)  
1st Floor, Fry Building  
2 Marsham Street  
London  
SW1P 4DF

Tel: +44 [REDACTED]  
Mobile: [REDACTED]  
Email: [REDACTED]  
Web: [www.npia.police.uk](http://www.npia.police.uk)

\*\*\*\*\*  
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Accordingly, the copying, dissemination or distribution of this message to any other person may constitute a breach of Civil or Criminal Law.  
\*\*\*\*\*

From: [REDACTED]  
Sent: 12 October 2010 22:10  
To: Mortimore Steve; Deyes Nick; Edwards Alexander; Bradfield Rebecca; Jaspert Gus; hannah.sharp@lga.gov.uk; neil.rhodes@lincs.pnn.police.uk; Trevor.Adams@met.pnn.police.uk; Meagan Mirza; acpo.advice@foi.pnn.police.uk; Stephens2076@surrey.pnn.police.uk  
Subject: Agenda - First Steering Group Meeting - October 2010

<<2010-10-21 Agenda and Attendees - CM SSG 1 - v\_1.1-NL.doc>>  
Dear All,

Please find attached the agenda for the first CrimeMapper Strategic Steering Group meeting on 21st October. Please advise if you have any comments, or feel any amendments or additions need to be made.

Kind regards

[REDACTED]  
Staff Officer to ACC Steve Mortimore  
Service Director  
Policing, Policy and Practice  
CEO Directorate  
National Policing Improvement Agency

NPJA (Headquarters)  
1st Floor, Fry Building  
2 Marsham Street  
London  
SW1P 4DF

Tel: +4 [REDACTED]  
Mobile: [REDACTED]  
Email: [REDACTED]  
Web: www.npia.police.uk

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\*\*\*\*\*

From: [REDACTED]  
Sent: 28 September 2010 12:13  
To: Meagan Mirza  
Subject: Home Office confirmation CrimeMapper Strategic Steering Group 20100928

Meagan,

Many thanks indeed for confirming. I will note your point regarding being an independent observer. I'm just waiting for a few more replies, but the attendance on the whole looks good for the 21 October. I'll confirm as soon as I can.

Kind regards,

[REDACTED]  
Staff Officer to ACC Steve Mortimore  
Local Policing and Capability Support  
Policing, Policy and Practice  
CEO Directorate  
National Policing Improvement Agency

NPiA (Headquarters)  
1st Floor, Fry Building  
2 Marsham Street  
London  
SW1P 4DF

Tel: +44 [REDACTED]  
Mobile: [REDACTED]  
Email: [REDACTED]  
Web: [www.npia.police.uk](http://www.npia.police.uk)

-----Original Message-----

From: Meagan Mirza [mailto:Meagan.Mirza@ico.gsi.gov.uk]  
Sent: Tuesday, September 28, 2010 10:10 AM  
To: [REDACTED]  
Subject: RE: Inaugural CrimeMapper Strategic Steering Group - 21 October 2010

[REDACTED]  
I will be able to attend on the 21st. Rather than being a member of the Steering Group I could only attend as an observer and to provide advice. This is because we need to be independent as the ICO would be required to investigate any complaints should we receive any once the system goes live. I look forward to hearing from you with confirmation of date and venue.

Regards  
Meagan

Meagan Mirza Group Manager - Public Security Group Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF T. 01625 545 621 F. 01625 524510 [www.ico.gov.uk](http://www.ico.gov.uk) Please consider the environment before printing this email

-----Original Message-----

From: [REDACTED]  
Sent: 27 September 2010 14:24  
To: rebecca.bradfield@homeoffice.gsi.gov.uk; Jaspert Gus;  
hannah.sharp@lga.gov.uk; Meagan Mirza; Deyes Nick; Edwards Alexander; Campbell

Andrew; judith.kent@lincs.pnn.police.uk; Stephens2076@surrey.pnn.police.uk;  
trevor.adams@met.pnn.police.uk; neil.rhodes@lincs.pnn.police.uk;  
[REDACTED] ian.readhead@acro.pnn.police.uk  
Subject: Inaugural CrimeMapper Strategic Steering Group - 21 October 2010  
Importance: High

Dear All,

As you know the NPPIA will be taking forward the commission to develop the next iteration of CrimeMapper and is aiming to deliver this in January 2011. Please indicate using the voting buttons above whether you would be available to attend the inaugural Strategic Steering Group meeting for this piece of work on Thursday 21st October at 14:00 - 16:00.

Once attendee availability is confirmed (and a new date selected, if the date proposed is unsuitable) I will circulate venue details, the agenda and a draft Terms of Reference.

Your prompt response would be much appreciated.

Kind regards,

[REDACTED]  
Staff Officer to ACC Steve Mortimore  
Director of Policing, Policy and Practice  
CEO Directorate  
National Policing Improvement Agency

NPPIA (Headquarters)  
1st Floor, Fry Building  
2 Marsham Street  
London  
SW1P 4DF

Tel: [REDACTED]  
Mobile: [REDACTED]  
Email: [REDACTED]  
Web: [www.npia.police.uk](http://www.npia.police.uk)

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\*\*\*\*\*

From: [REDACTED]  
Sent: 09 November 2010 11:16  
To: Campbell Andrew; david.white@essex.pnn.police.uk; Deyes Nick; Edwards Alexander; Stephens2076@surrey.pnn.police.uk; Gus.Jaspert@homeoffice.gsi.gov.uk; hannah.sharp@lga.gov.uk; Hazelby Mark; [REDACTED]; Keane Nick; acpo.advice@foi.pnn.police.uk; Meagan Mirza; Miller Darren; Murombe-Chivero Valentine; neil.rhodes@lincs.pnn.police.uk; Pascoe Jayne; Quinton Paul; rebecca.bradfield@homeoffice.gsi.gov.uk; Rupert.Chaplin@homeoffice.gsi.gov.uk; Trevor.Adams@met.pnn.police.uk  
Subject: Crimemapping Steering Group Action Points from previous meeting 20101109

Good morning All,

Please could you advise if you have any specific agenda items to add for next week's meeting (18th November at 14:00). I am currently still drafting the Agenda and thought I would ask for your input now.

Please could I also ask you to update me on your actions (if any assigned to you), especially any which you have completed, in order that we can focus on ongoing/open actions at the meeting.

Minutes from last meeting attached as a reminder.

<<2010-11-05 Meeting Minutes-CM SSG 1-v\_1.1-NL.doc>>

Kind regards,

[REDACTED]  
Staff Officer to ACC Steve Mortimore  
Service Director  
Policing, Policy and Practice  
CEO Directorate  
National Policing Improvement Agency

NPPIA (Headquarters)  
1st Floor, Fry Building  
2 Marsham Street  
London  
SW1P 4DF

Tel: +4 [REDACTED]  
Mobile: [REDACTED]  
Email: [REDACTED]  
Web: www.npia.police.uk

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\*\*\*\*\*

Andrew Rose                                  Lead Internal Compliance Officer  
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow,  
Cheshire SK9 5AF  
T. 01625 545831 F. 01625 524510 [www.ico.gov.uk](http://www.ico.gov.uk)

-----Original Message-----

From: [REDACTED]  
Sent: 20 October 2010 16:24  
To:  
Andrew.Campbell@npia.pnn.police.uk;david.white@essex.pnn.police.uk;Nick.Deyes@npia.pnn.police.uk;Alexander.Edwards@npia.pnn.police.uk;Stephens2076@surrey.pnn.police.uk;Gus.Jaspert@homeoffice.gsi.gov.uk;hannah.sharp@lga.gov.uk;Nick.Keane@npia.pnn.police.uk;acpo.advice@foi.pnn.police.uk;/O=INDIGO/OU=EXCHANGE  
ADMINISTRATIVE GROUP  
(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Meagan.Mirza;Steve.Mortimore@npia.pnn.police.uk;Valentine.Murombe-  
Chivero@npia.pnn.police.uk;neil.rhodes@lincs.pnn.police.uk;Paul.Quinton@npia.pnn.police.uk;rebecca.bradfield@homeoffice.gsi.gov.uk;Rupert.Chaplin@homeoffice.gsi.gov.uk;Trevor.Adams@met.pnn.police.uk  
Subject: NPIA reference documents for first Strategic Group meeting 20101020

Dear All,

Please find attached reference documents for tomorrow's CrimeMapper Strategic Steering Group. Paper copies will also be provided at the meeting.

For information: Letter and attachments sent out to Force Crime Mapping SPOCs on 12/10/2010 regarding the commission from the Home Office

<<Letter from ACC Mortimore.doc>> <<Information for Project Managers.doc>>  
<<Sample file.csv.txt>>  
For consideration tomorrow: Draft Terms of Reference

<<2010-10-21 Terms of Reference - CM SSG 1 - v\_1.2-NLRBSM.doc>>  
Kind regards,

Staff Officer to ACC Steve Mortimore  
Service Director  
Policing, Policy and Practice  
CEO Directorate  
National Policing Improvement Agency

NPIA (Headquarters)  
1st Floor, Fry Building  
2 Marsham Street  
London  
SW1P 4DF

Tel: + [REDACTED]  
Mobile [REDACTED]  
Email: [REDACTED]  
Web: [www.npia.police.uk](http://www.npia.police.uk)

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\*\*\*\*\*

Dear Colleague,

**The next iteration of national CrimeMapper**

I am writing to you in your capacity as your Force's point of contact for Crime Mapping. As you are aware the police service successfully launched the first iteration of the national NPIA crime mapper (<http://maps.police.uk/>) on the 1<sup>st</sup> October 2009. To-date the site has received circa 1.8 million hits and numerous public and private sector organisations have used the API facility (<http://policeapi.rkh.co.uk>) to reuse the data for themselves. The Coalition Agreement makes clear that this government see the use of such sites as important in delivering greater transparency and as one means of delivering democratic accountability.

Your Chief Constable will shortly be receiving a letter from the Minister of State for Policing and Criminal Justice, Nick Herbert, setting out the Government's ambition to develop CrimeMapper as an interactive online platform that will not only provide the public with meaningful and comparable information on crime and policing in their area but also empower them to better understand and contribute to the work of criminal justice agencies and other local services. This letter is to let you know that the NPIA has received confirmation that delivery of the first phase of this work – providing crime data and maps to 'street level' - is to be completed by the end of January 2011. Work here is underway to achieve this and I will be chairing the first Strategic Steering Group on 21<sup>st</sup> October 2010. At a workshop with the Minister several weeks ago I received agreement that the next iteration of the site should use the existing categories of crime and ASB in order to deliver street level information by January 2011.

**Attached is an information pack which details the proposed change to the monthly crime data upload format. I would ask that you provide confirmation of your ability to upload data in this format by Wednesday 3<sup>rd</sup> November 2010.**

I would like to emphasise:

- The Minister is quite clear that the timescale for delivery of the next iteration by January 2011 is non-negotiable.
- We will ensure that the burden to Forces is kept to an absolute minimum.
- There will be no further costs to Forces connected with this next iteration. The only 'cost' to Forces will be the resources needed, where appropriate, to format the data in the correct way for monthly uploading.

I would also like to reiterate that this is only the first stage in the further development of such information with the aim of providing the public with much more information, from a wider range of agencies, and in a much more interactive format. To this end, the Home Office have already identified four Forces who are willing to start working on new developments to achieve this and would be keen to hear from any other interested forces.

NPIA (headquarters)  
Fry Building  
2 Marsham Street  
London  
SW1P 4DF

T 0203 113 6000  
[www.npia.police.uk](http://www.npia.police.uk)

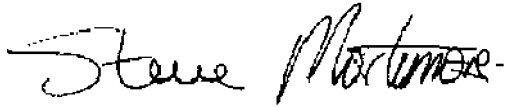


## National Policing Improvement Agency

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I look forward to working with you all in order to achieve successful delivery of the next iteration of the CrimeMapper site. If you have any queries or would like to know more please contact, in the first instance, Alex Edwards on 07595 011954 or [alexander.edwards@npia.pnn.police.uk](mailto:alexander.edwards@npia.pnn.police.uk).

Kind regards,

A handwritten signature in black ink that reads "Steve Mortimore". The signature is written in a cursive style with a long horizontal stroke at the end.

**ACC Steve Mortimore**

Service Director – Policing, Policy and Practice  
National Policing Improvement Agency

# Street-level crime mapping: Information for Project Managers

## Workshop

A national workshop is arranged for Wednesday the 27<sup>th</sup> October 2010 at the NPJA facility in Ryton, Warwickshire to discuss this project with police forces.

This workshop will include a presentation on the political drivers and long-term vision for CrimeMapper from the Home Office, a presentation from Rock Kitchen Harris on the how the API will change and improve and how new front-end website will look and function, and discussions on technical requirements and issues - with a focus on finding solutions - amongst all attendees.

Invites and directions for this workshop will be sent to all force Crime Mapping SPOCs shortly.

## Data upload format

The process for uploading data to CrimeMapper will not change greatly. It is proposed that uploads will continue to be done monthly, via the existing CM Admin panel, using a Comma Separated Values (CSV) file. Login details will remain the same.

However, the format of the CSV file will need to change to accommodate record-level information.

Each row in the new format will represent an individual crime or incident, and should contain the incident **date, category, easting, northing**, and optionally, **context**.

Based on the response to the technical evaluation last month, this format is technically achievable for the vast majority of forces.

### Date

This should be the date that the incident occurred. If you have a date range for an incident, please use the start date.

If it is not possible to extract incident dates, please use either the date it was reported to police or failing that, the date it was inputted into your recording system.

The date should be formatted in line with the ISO8601 standard (YYYY-MM-DD). See <http://www.w3.org/TR/NOTE-datetime> for more information.

## Category

The category field should contain the type of incident. That is, one of either:

**robbery**  
**burglary**  
**vehicle-crime**  
**violent-crime**  
**other-crime**  
**anti-social-behaviour**

These categories are the same as those used in the current version of CrimeMapper.

Mappings between these categories and Home Office Crime Codes can be found at the bottom of the Home Office Counting Rules webpage:  
<http://rds.homeoffice.gov.uk/rds/countrules.html>

## Easting & Northing

This should be an OSGB36 six-digit Easting and Northing for the incident or crime. It is proposed that this should be unsanitised – anonymisation of the location will be carried out centrally before publication.

We understand that Eastings and Northings will not always be perfectly accurate. Please see the Concerns & Mitigations section for more information.

## Context

This field is optional. If you are able to extract high-level context information about an incident (from a MO field, for example) you may wish to include it here.

This context information will be shown to users visiting the website 'as is', so it is important that it only includes information suitable for public release.

## Header row

The file should contain a single header row.

## Approval

The workflow involved in checking and approving data in CrimeMapper will change ever so slightly. This will be discussed at the workshop on the 27<sup>th</sup> October.

## Workarounds

**If you do not think your force will be able to produce data uploads in the above format please inform Alex Edwards (NPfA, 07595 011954) as soon as possible.**

# Privacy & Anonymisation

It is clear that the data uploaded by forces must be anonymised before publication. It is proposed that this anonymisation will be completed centrally by the CrimeMapper system in order to minimise the burden of work on forces.

The exact method for anonymising the data is still under consideration by the Crime Mapping Strategic Steering Group (CM SSG). This group includes representatives from the Information Commissioner's Office, ACPO Freedom of Information, and police forces.

The likely method will involve approximating incident location to the centre point of the nearest large street or road (where 'large street' is defined as one that contains over x properties, with x still to be defined).

Please be assured that comments from forces in response to the Technical Evaluation, along with feedback from the upcoming Crime Mapping workshop and consultation with frontline officers will influence this decision.

## Concerns & Mitigations



### Data Accuracy

It is proposed that the website will carry a prominent disclaimer stating that the data is indicative only, subject to change, and that location is not guaranteed to be accurate. Anyone reusing the data via the API will be required to reproduce the disclaimer in full.

Long-term, work will be undertaken to identify and address the reasons behind poor location recording in forces, identify and share best practices (a number of forces achieve over 98% accuracy), and harmonise the quality of location data across the service as a whole. The CM SSG will consider who is best placed to take this work forward.

### Lack of Context

It is proposed that forces will have the opportunity to:

- Include high-level context information automatically in the crime data upload;
- Add context manually to individual incidents via the CM admin interface; and
- Add context manually to individual Neighbourhood Policing Team areas via the admin interface.

The layout of the CrimeMapper site will be altered to put more emphasis on local policing information rather than crime maps alone. This will be done by bringing the information currently hidden in the 'find out more' tab (contact details, events, meetings and updates) to the fore.

Any percentage-change figures will be shown in conjunction with raw totals to put large percentage 'swings' into context in low-crime areas.

## Increased Queries

Anecdotal evidence from West Yorkshire suggests that publishing granular crime data will not cause a significant increase in call-centre traffic.

Additionally, we would encourage forces to consider someone wanting to engage with them as a positive opportunity to provide a good service, more information and reassurance, and a prime chance to help improve their relationship with the community. The CM SSG will consider whether or not an analysis of the likely impact on call centres is necessary.

## IT Security

The NPJA will be upgrading the CrimeMapper hosting environment to handle RESTRICTED-level information as part of this project.

The encrypted connection between forces and the CrimeMapper Admin panel will also be upgraded to cater for RESTRICTED level information.

These upgrades will be guided by the NPJA Information Assurance Team and should have no noticeable impact on forces.

## Population data

Comparisons in the new system (high, low etc) will be based around Neighbourhood Teams (NPTs). For this to work effectively we will need approximate populations for each of your NPTs.

A field will be added to TeamDB allowing this data to be filled in for each team.

## Embedded maps

For most forces embedding maps in their local site the 'switch over' to the new site will happen seamlessly and will be reflected automatically on your local site.

For forces embedding anything at level 2 or 3 zoom level you may see some changes and you will have to check and resolve these.

This will be discussed in more detail at the workshop.

## What do I need to do?

<b>Now</b>	Circulate this document and sample file within your force, with a view to determining whether you can provide data in the required format or not. If you cannot, please inform Alex Edwards ( <a href="mailto:alexander.edwards@npia.pnn.police.uk">alexander.edwards@npia.pnn.police.uk</a> ) as soon as possible.
<b>27<sup>th</sup> October 2010</b>	National Crime Mapping Workshop
<b>By Wed 3<sup>rd</sup> November 2010</b>	Please confirm your ability to upload crime data in the required format, to Alex Edwards ( <a href="mailto:alexander.edwards@npia.pnn.police.uk">alexander.edwards@npia.pnn.police.uk</a> )
<b>1<sup>st</sup> December 2010</b>	Begin extracting and creating November's crime data upload in the new format.
<b>15<sup>th</sup> December 2010</b>	Population data added to TeamDB for all Neighbourhood Teams.
<b>By 22<sup>nd</sup> December 2010</b>	Upload November's crime data in the new format via the existing interface.

Date,Category,Easting,Northing,Context

2010-10-05,anti-social-behaviour,304380,371262,Excess noise as a result of a social gathering.

2010-10-05,other-crime,181557,819470,Damage to bus shelter.

2010-10-05,robbery,269199,341915,

2010-10-05,other-crime,259661,375554,

2010-10-05,vehicle-crime,259232,375250,

2010-10-05,other-crime,259049,375170,

2010-10-05,robbery,259363,376389,

2010-10-05,violent-crime,238953,219502,

2010-10-05,other-crime,333497,349844,

2010-10-05,other-crime,289609,813966,

2010-10-05,violent-crime,266262,758788,

2010-10-05,burglary,266219,758792,

2010-10-05,burglary,248018,362861,

2010-10-05,violent-crime,262455,366810,

2010-10-05,other-crime,181557,819470,

2010-10-05,anti-social-behaviour,144039,933301

2010-10-05,anti-social-behaviour,237002,335814

2010-10-05,other-crime,237350,335352

2010-10-05,vehicle-crime,273836,352681

2010-10-05,violent-crime,443792,395658

2010-10-05,vehicle-crime,329172,347004

2010-10-05,violent-crime,329306,347766

2010-10-05,other-crime,314624,222377

2010-10-05,burglary,314819,181753

2010-10-06,other-crime,320506,339393

2010-10-06,anti-social-behaviour,320794,339888

2010-10-06,violent-crime,321860,341230

2010-10-06,other-crime,242055,257587

2010-10-06,vehicle-crime,193951,237118

2010-10-06,anti-social-behaviour,247787,362632

2010-10-06,anti-social-behaviour,277861,376754

2010-10-06,other-crime,333617,356010

2010-10-06,vehicle-crime,333456,350185

2010-10-06,violent-crime,274108,198981

2010-10-06,robbery,274296,198094

2010-10-06,anti-social-behaviour,333376,350225

2010-10-06,violent-crime,258402,372965

2010-10-06,other-crime,316453,376873

2010-10-06,anti-social-behaviour,305918,380092

2010-10-06,burglary,271370,194257

2010-10-06,anti-social-behaviour,322104,340309

2010-10-06,violent-crime,329801,346343

2010-10-06,vehicle-crime,325820,352404

2010-10-06,violent-crime,308518,185601

# CRIMEMAPPER STRATEGIC STEERING GROUP

## Terms of Reference

### 1. Overview

- a. The NPIA has received a commission from the Home Office to publish street-level crime data via the national CrimeMapper website by January 2011, in line with the Government's ambition to develop CrimeMapper as an interactive online platform that will not only provide the public with meaningful and comparable information on crime and policing in their area but also empower them to better understand and contribute to the work of criminal justice agencies and other local services.

### 2. Purpose and objectives

- a. Phase One: To develop the CrimeMapper site in order to provide street-level data by January 2011, addressing issues of data quality, data uploading, systems for data collection and processing and privacy and data protection issues.
- b. Phase Two: To simultaneously set the strategic direction and delivery plan for further developing the site, in line with the Coalition Agreement's promises to develop the site for use in delivering greater transparency and as a means of delivering democratic accountability.

### 3. Chairperson

- Steve Mortimore [SM] NPIA, ACC, PPP Service Director

### 4. Secretary

- [REDACTED] NPIA, Staff Officer to Service Director

### 5. Core Members

- Gus Jaspert [GJ] Home Office, Local Policing, Crime and Justice Unit
- Nick Deyes [ND] NPIA, Head of Information and Comms
- Alex Edwards [AE] NPIA, ICTS Business Advisor
- Rebecca Bradfield [RB] Home Office, Local Policing, Crime and Justice Unit
- Neil Rhodes [NR] DCC, Lincs Police and ACPO Lead on Crime Mapping

### 6. Advisory Members

- Trevor Adams [TA] MPS, Head of GIS Services
- Meagan Mirza [MM] ICO, Group Manager, Public Security Group
- Gavin Stephens [GS] Ch. Supt., Surrey Police
- David White [DW] Vice Chair of Web Managers Group, Essex Police
- Valentine Murombe-Chivero [VM] Senior Press Officer, NPIA
- Hannah Sharp [HS] APA, Senior Policy Advisor
- Mark Wise [MW] ACPO FOI CRU, Manager

### 7. Duration

- a. Two hours on a monthly basis until January 2011, with proposed dates being: 21 October 2010, 18 November 2010, 16 December 2010, 11 January 2011.



## CRIMEMAPPER STRATEGIC STEERING GROUP 1

Date: October 21st 2010  
Time: 14:00 – 16:00  
Venue: Conference Room 3, First Floor, 10 Victoria Street, SW1H 0NN

### Invited Attendees

Steve Mortimore [SM]	NPPIA, ACC, PPP Service Director (Chair)
[REDACTED]	NPPIA, Staff Officer to Service Director (Sec)
Nick Deyes [ND]	NPPIA, Head of Information and Comms
Alex Edwards [AE]	NPPIA, ICTS Business Advisor
Rebecca Bradfield [RB]	Home Office, Local Policing, Crime and Justice Unit
Gus Jaspert [GJ]	Home Office, Local Policing, Crime and Justice Unit
Hannah Sharp [HS]	APA, Senior Policy Advisor
Neil Rhodes [NR]	DCC, Lincs Police and ACPO Lead on Crime Mapping
Trevor Adams [TA]	MPS, Head of GIS Services
Meagan Mirza [MM]	ICO, Group Manager, Public Security Group
Mark Wise [MW]	ACPO FOI CRU, Manager
Gavin Stephens [GS]	Ch. Supt., Surrey Police

### Agenda

Item	Content	Lead
1	Introduction, welcome and apologies	SM
2	Policing and Criminal Justice Minister's vision	GJ/RB
3	Steering Group objectives	SM/GJ
4	Discussion of project risks	ND/AE/SM
5	Discussion of project milestones	ND/AE/SM
6	Specific issues for discussion: <ul style="list-style-type: none"> <li>A) Sanitisation of data</li> <li>B) DPA and associated issues</li> <li>C) Technical approach and hosting environment</li> <li>D) Data quality, accuracy and national coordination</li> <li>E) HMIC inspection on data quality</li> </ul>	SM
7	Governance and reporting	SM
8	AOB	All
9	Time, date and venue of next meeting	[REDACTED]



# CRIMEMAPPER STRATEGIC STEERING GROUP 1

**Date:** October 21st 2010  
**Time:** 14:00 – 16:00  
**Venue:** Conference Room 3, First Floor, 10 Victoria Street, SW1H 0NN

Attendees	Agency and Role
Steve Mortimore [SM]	NPPIA, ACC, PPP Service Director (Chair)
[REDACTED]	NPPIA, Staff Officer to Service Director (Sec)
Nick Deyes [ND]	NPPIA, Head of Information and Comms
Alex Edwards [AE]	NPPIA, ICTS Business Advisor
Darren Miller [DM]	NPPIA, ICTS Business Advisor
Rebecca Bradfield [RB]	Home Office, Local Policing, Crime and Justice Unit
Hannah Sharp [HS]	APA, Senior Policy Advisor
Neil Rhodes [NR]	DCC, Lincs Police and ACPO Lead on Crime Mapping
Trevor Adams [TA]	MPS, Head of GIS Services
Meagan Mirza [MM]	ICO, Group Manager, Public Security Group
Mark Wise [MW]	ACPO FOI CRU, Manager
Gavin Stephens [GS]	Ch. Supt., Surrey Police
Rupert Chaplin [RC]	Home Office Statistics
David White [DW]	Essex Police
Paul Quinton [PQ]	Research unit, NPPIA
Mark Hazelby [MH]	Marketing and Communications, NPPIA
[REDACTED]	Marketing and Communications, Home Office
Nick Keane [NK]	Criminal Justice and Local Policing Unit, NPPIA
Jayne Pascoe [JP]	Criminal Justice and Local Policing Unit, NPPIA
<b>Apologies</b>	
Gus Jaspert [GJ]	Local Policing, Crime and Justice Unit, Home Office

## 1. Welcome, introductions and apologies

- a. Each member of the group introduced themselves. Apologies received from Gus Jaspert. SM explained division of group into Tactical Advisory and Core members. He emphasised the non-negotiable, immovable delivery date of January 2011 for this piece of work, and that it will be key to keep items to operationally important issues in order to deliver the project on time.

## 2. Policing and Criminal Justice Minister's vision

- a. RB advised that the Minister has described crime data provision as "absolutely fundamental". Full and transparent data provision supports democratic accountability, and the developments to be made to CrimeMapper during this project are seen as the first phase of providing the public with far more local information and therefore more opportunities for interaction with the Police.
- b. The Minister is sympathetic to the difficult timescale for delivery of the project.
- c. The Minister is clear that CrimeMapper, over time, will encompass information on the full spectrum of criminal justice system elements.
- d. A letter to all Chief Constables from the Minister advising them of the upcoming developments to CrimeMapper and the Ministerial support behind the project has been drafted but delayed. This will be sent as soon as possible. SM and NR agreed that they will draft a letter to all Chief Constables to accompany the Minister's letter – **ACTION 1**
- e. RB finished by emphasising that the role of the Home Office in this area is to catalyse change without being prescriptive about the result.

## 3. Steering Group objectives

- a. SM ran through the objectives of the group as per the draft Terms of Reference.
- b. GS felt that Phase 2 should have two parts, with the second part referring to the development of applications to assist with external use of the data – this was felt to be a real point of interest for forces. SM warned that measurement of success for such an objective would be difficult and may be beyond the remit of the group.
- c. The draft Terms of Reference were agreed to be laid out satisfactorily by the group. Any further comments were to be made to [REDACTED] by 29/10/2010 –

### **ACTION 2**

#### **4. Specific issues for discussion (originally item Six)**

- a. SM advised that data sanitisation and anonymisation is a high-profile risk for the project. The ICO, Home Office and NPPIA have come to an agreement that profiling crime data to 'street level', using existing categories, and published in such a way that ensures the location of a crime can not be narrowed down to fewer than eight postal addresses is satisfactory. The NPPIA will proceed with the project on this basis unless advised otherwise.
- b. AE presented a paper on sanitisation options, explaining each one and emphasising the risks and benefits inherent in each. The group agreed that the "Nearest Large Street" option was most favourable, and seemed to balance the integral risks of the project with the objectives of the developments.
- c. ND emphasised that definitions will be important pieces of contextual information that need to be clarified as soon as possible. RB advised that the developments to the site are predicated on using the current categories in use; she will circulate these and their subsets for information – **ACTION 3** Sensitive crimes are already aggregated into larger categories which may remove some of the concern around highlighting these types of crime on CrimeMapper.
- d. MM expressed concern that areas with a high volume of crime will be negatively impacted by virtue of this being highlighted visually on the site; HS raised the perception that this could also harm house prices and/or the desirability of low-crime areas that border high-crime areas. SM emphasised that the objectives of the site – to provide local information in order to promote democratic accountability and catalyse local pressure to address high volumes of crime – should be paramount. Accurate, well drafted contextual information will also assist in mitigating any potential negative impact of local data provision.
- e. The group discussed aesthetic issues, such as the size, shape and colour of the pinpoints, and SM suggested that AE circulate mock-ups of the potential look and feel of the site once developed – **ACTION 4**
- f. The group discussed the placement of the pinpoints at length, raising various questions and risks (for example, should the pinpoint always fall in the middle of the nearest large street, the person living at the closest property to this point would be negatively impacted). ND suggested that several algorithms could be tested in order to address the issue of where exactly a pinpoint may fall in the "Nearest Large Street" sanitisation option, and provide the group with scenarios for consideration. SM requested ND take this forward –

### **ACTION 5**

#### **5. Discussion of project risks (originally item Four)**

- a. AE advised of the risks that are currently high-level –
  - i. data integrity and Information Assurance issues;
  - ii. the readiness of forces to upload correctly formatted data on 01/12/2010;
  - iii. legal issues with regards to liability;

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- iv. the creation of an algorithm that strikes the correct balance between security and transparency; and
  - v. relationship maintenance with Rock Kitchen Harris.
  - b. The Information Assurance issues are being looked at by AE and DM currently. The technical workshop to be held on 27/10/2010 with all force SPoCs is key to driving forces to be ready to upload correctly formatted data. Work is also being done on issues of liability, with a paper being drafted with the assistance of NPfIA and Home Office legal departments. Initial suggestions are that forces would be liable for any data breaches, but that the NPfIA will be liable overall for the security of the data uploaded by forces. SM requested that this issue is raised at the next meeting for update.
- 6. Project milestones (originally item Five)**
- a. ND offered to draft a Project Initiation Document and Gantt chart to show risks, issues and key milestones for the project.
  - b. RB advised she will confirm that exact launch date for the new iteration of the site – currently, she is only aware that it will be in mid-January – **ACTION 6**
- 7. Governance and reporting**
- a. RB advised that a wider transparency-focused group may well be set up, into which this steering group would naturally report. She will discuss this with Gus Jaspert and advise the group of any decisions taken.
  - b. SM requested that governance and reporting arrangements be discussed at the next meeting once more is known about the Home Office's wishes.
- 8. AOB**
- a. MM will speak with RB to clarify the ICO's position with regards to visual granularity of data as presented by CrimeMapper – **ACTION 7**
  - b. HS warned that the group will need a ready rationale for the decision to limit data granularity to no less than eight properties per postcode area. SM advised that this is readily available, but the group should anticipate challenges.
  - c. NR raised the issue of a communications and FOI strategy for the output of the steering group and the project – the group agreed that a publication and communication strategy should be devised. JB and MH will progress this together, and draft a picture of what the launch might look like – **ACTION 8**
  - d. HS commented that whilst letters are being sent to Force Chiefs and SPoCs, not formal communication has yet been sent to Police Authorities. RB will ensure that this is addressed – **ACTION 9**

### 9. Action Log

No.	Action	By Whom	Due Date	Status at 21/10/2010
1	SM and NR to draft a letter to all Chief Constables to accompany the Minister's letter	SM/NR	18/11/2010	New
2	Further comments on the draft ToR to be made to NL	All	29/10/2010	New
3	Circulate current crime categories and their subsets to the group for information	RB	18/11/2010	New
4	Circulate mock-ups of the potential look and feel of the site once developed	AE	18/11/2010	New
5	Test three algorithms in order to address the issue of where exactly a pinpoint may fall in the "Nearest Large Street" sanitisation option, and provide the group with scenarios for consideration	ND	18/11/2010	New

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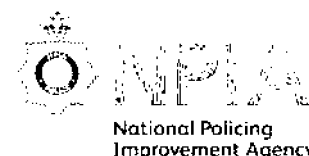
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No.	Action	By Whom	Due Date	Status at 21/10/2010
6	Confirm that exact launch date for the new iteration of the site	RB	18/11/2010	New
7	Clarify the ICO and Home Office position/agreement with regards to visual granularity of data as presented by CrimeMapper	RB/MM	18/11/2010	New
8	Devise a comms strategy for the project	JB/MH	18/11/2010	New
9	Ensure update communications sent out to Police Authorities	RB	18/11/2010	New

### 10. Date, time and venue of next meeting

- a. 18<sup>th</sup> November 2010
- b. 14:00 – 16:00
- c. Meeting Room 30, 2nd floor, Fry Building, NPJA Headquarters, 2 Marsham Street, London SW1P 4DF

Friday, 05 November 2010



Dear Colleague,

As you are aware the police service successfully launched the first iteration of the national NPPIA CrimeMapper (<http://maps.police.uk/>) on the 1<sup>st</sup> October 2009. To-date the site has received circa 1.8 million hits and numerous public and private sector organisations have used the API facility (<http://policeapi.rkh.co.uk>) to reuse the data for themselves. The Coalition Agreement makes clear that this government see the use of such sites as important in delivering greater transparency and as one means of delivering democratic accountability.

At the discussion with Chief Constables earlier this week, the Minister of State for Policing and Criminal Justice, Nick Herbert, set out the Government's ambition to develop CrimeMapper as an interactive online platform that will not only provide the public with meaningful and comparable information on crime and policing in their area but also empower them to better understand and contribute to the work of criminal justice agencies and other local services.

This letter is to let you know that the NPPIA is leading on the delivery of the first phase of this work – the provision of street level crime data and maps alongside key local policing information (such as neighbourhood policing team details and community engagement events) - by the end of January 2011. Work here is underway to achieve this and we are taking advice from experts, including the Information Commissioner's Office, ACPO FOI, and Home Office Statistics, to ensure that issues such as data protection, security and privacy and information security are addressed and assured.

We now have a workable proposal to deliver the developments - profiling crime data to 'street level', using existing categories, and published in such a way that ensures the location of a crime can not be narrowed down to fewer than eight postal addresses - which will be tested over the coming months. A workshop took place at the end of October to discuss this project with force crime mapping leads, which facilitated helpful discussions on technical requirements and issues amongst all attendees.

This is only the first stage in the further development of the site with the aim of providing the public with much more information over time. Any support you can provide to help us meet our critical dates for this iteration of CrimeMapper would be appreciated:

- Uploads of November's crime mapping data completed by 22<sup>nd</sup> December;
- Ensuring that the supporting local policing information is up to date and accurate for the public.

NPPIA (headquarters)  
Hry Building  
2 Marsham Street  
London  
SW1P 4DF

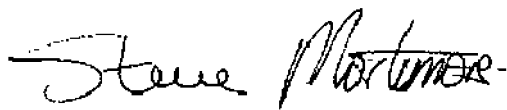
T 0203 113 6000  
[www.npiaa.police.uk](http://www.npiaa.police.uk)

## National Policing Improvement Agency

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We look forward to working with you all in order to achieve successful delivery of the next iteration of the CrimeMapper site. If you have any queries or would like to know more, please contact ACC Steve Mortimore on 020 3113 7442 or [steve.mortimore@npia.pnn.police.uk](mailto:steve.mortimore@npia.pnn.police.uk) or DCC Neil Rhodes on 01522 558114 or [neil.rhodes@lincs.pnn.police.uk](mailto:neil.rhodes@lincs.pnn.police.uk).

Kind regards,

A handwritten signature in black ink that reads "Steve Mortimore". The signature is written in a cursive style with a long horizontal line extending from the end of the name.

DCC Neil Rhodes and ACC Steve Mortimore

Judith Jones  
Society

Senior Policy Officer - Public Security, Government and

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow,  
Cheshire SK9 5AF.

T. 01625 545804 [www.ico.gov.uk](http://www.ico.gov.uk)

-----Original Message-----

From: Meagan Mirza  
Sent: 30 November 2010 10:14  
To: Jonathan Bamford; Judith Jones  
Subject: FW: CrimeMapper SSG 2 minutes and associated papers

For info.  
Meagan

Meagan Mirza                                      Group Manager - Public Security Group  
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow,  
Cheshire SK9 5AF.  
T. 01625 545621 F. 01625 545510 [www.ico.gov.uk](http://www.ico.gov.uk)  
Please consider the environment before printing this email

-----Original Message-----

From: [REDACTED]  
Sent: 23 November 2010 15:48  
To: Mortimore Steve; Deyes Nick; hannah.sharp@lga.gov.uk;  
neil.rhodes@lincs.pnn.police.uk; Edwards Alexander; Miller Darren; Diggins  
Amanda; Campbell Andrew; Trevor.Adams@met.pnn.police.uk;  
Stephens2076@surrey.pnn.police.uk; Rupert.Chaplin@homeoffice.gsi.gov.uk;  
david.white@essex.pnn.police.uk; Quinton Paul; Hazelby Mark; Keane Nick;  
Jonathan Bamford; Gus.Jaspert@homeoffice.gsi.gov.uk;  
acpo.advice@foi.pnn.police.uk; Meagan Mirza; [REDACTED]  
[REDACTED] rebecca.bradfield@homeoffice.gsi.gov.uk  
Subject: CrimeMapper SSG 2 minutes and associated papers

Dear All,

Please find attached the minutes from the second CrimeMapper Strategic Steering  
Group, held on Thursday 18th November, and associated papers for comment and  
information.

#### PAPER NOTES

Minutes from CM SSG                      Please provide amendments/comments by Tuesday 30/11/2010  
to [REDACTED] <<2010-11-18 Meeting Minutes-CM SSG 2-v\_1.1-NL.doc>>  
DRAFT Data Sharing Agreement    Please provide comments by Tuesday 30/11/2010 to  
Alex Edwards                      <<2010-11-23 National Crime Mapping DRAFT Data Sharing  
Agreement v\_0.3-AE.doc>>  
Risks Register - November 2010              For information              <<CM Risk Register - Nov  
2010.xls>>  
Project Milestones - November 2010    For information              <<CM Project Milestones -  
Nov 2010.doc>>



You can contact Alex Edwards regarding the draft Data Sharing Agreement at alex.edwards@npia.pnn.police.uk or 020 8358 5776. The ICO will be circulating a copy of their Crime Mapping, Privacy and Transparency Advice document, as discussed at the steering group, at a later date. Please do contact me should you have any queries. Kind regards,

[REDACTED]  
Staff Officer to ACC Steve Mortimore  
Service Director  
Policing, Policy and Practice  
CEO Directorate  
National Policing Improvement Agency

NPIA (Headquarters)  
1st Floor, Fry Building  
2 Marsham Street  
London  
SW1P 4DF

Tel: + [REDACTED]  
Mobile: [REDACTED]  
Email: [REDACTED]  
Web: [www.npia.police.uk](http://www.npia.police.uk)

\*\*\*\*\*

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## --- FORCE NAME ---

### DATA PROCESSING AGREEMENT

THIS AGREEMENT is made the 19<sup>th</sup> day of May 2010

BETWEEN

#### 1.0 The Parties

- 1.1 The Parties subject to this agreement are:
- 1.2 The Chief Constable of **Force Name, Address** (herein after called the "Data Controller").
- 1.3 **SIRO** of the *National Policing Improvement Agency, 2 Marsham Street, London, SW1P 4DF* and any successor bodies (herein after called "the NPIA").
- 1.4 Rock Kitchen Harris, *The Creative Mill, 31 Lower Brown Street, Leicester, LE1 5TH* (herein after called the "Data Processor"), acting as a contractor to the NPIA.

#### 2.0 Purpose

- 2.1 The Purpose of the disclosure is to facilitate work of the NPIA commissioned by the Home Office, in developing and running the national Crime Mapping website and its successor websites (herein after called "the Purpose").
- 2.2 This Agreement sets out the terms and conditions under which Data held by the Data Controller will be disclosed to the Data Processor. This Agreement is entered into with the purpose of ensuring compliance with the Data Protection Act 1998 ("the Act"). Any processing of data must comply with the provisions of this Act.
- 2.3 The Processing of Data for the Purpose will assist the Data Controller to fulfil his obligations under Section 17 Crime and Disorder Act 1998 to exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent crime and disorder in its area.

#### 3.0 Definitions

- 3.1 The following words and phrases used in this Agreement shall have the following meanings except where the context otherwise requires:
- 3.2 The expressions "**Data**", "**Data Controller**", "**Data Processor**", "**Personal Data**", "**Sensitive Personal Data**", "**Processing**", "**Information Commissioner**", "**Subject Access**" have the same meaning as in Sections 1, 2, and 6 of The Data Protection Act

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1998, as amended by The Freedom of Information Act 2000.

- 3.3 **"Government Protective Marking Scheme" (GPMS)** means the scheme for the classification of information.
- 3.4 **"Incident Data"** is defined as Data related to crimes and other incidents, which may contain Personal Data including the exact location of the crime or incident, as provided by the Data Controller to the Data Processor for the Purpose.
- 3.5 The **"Sanitisation Process"** is defined as the processing of the Incident Data into Data which does not contain Personal Data and has a GPMS marking of **NOT PROTECTIVELY MARKED**. The Sanitisation Process shall be approved by the NPIA National Accreditation Team and shall operate in line with guidance issued by the Information Commissioner.
- 3.6 **"Sanitised Incident Data"** is defined as Incident Data which has undergone the Sanitisation Process.
- 3.7 **"Accreditation"** is an assessment undertaken by the NPIA's National Accreditation Team that an information system meets its Information Assurance requirements and that the residual risks are acceptable to the business as mandated by both the ACPO Information Systems Community Security Policy and the Security Policy Framework.
- 3.8 **"Accredited System Environment"** is defined as the aspects of the information system used for the Purpose that have undergone Accreditation.
- 3.9 **"ACPO"** means the Association of Chief Police Officers.
- 3.10 Headings are inserted for convenience only and shall not affect the construction or interpretation of this Agreement and, unless otherwise stated, references to clauses and schedules are references to the clauses of and schedules to this Agreement;
- 3.11 Any reference to any enactment or statutory provision shall be deemed to include a reference to such enactment or statute as extended, re-enacted, consolidated, implemented or amended and to any subordinate legislation made under it; and
- 3.12 The word 'including' shall mean including without limitation or prejudice to the generality of any description, definition, term or phrase preceding that word, and the word 'include' and its derivatives shall be construed accordingly.

### 4.0 Information Provision

- 4.1 It is recognised that the Purpose requires access to the Incident Data, which is Personal Data and may be protectively marked up to and including **RESTRICTED** under the GPMS.
- 4.2 Ownership of the Incident Data shall at all times remain with the Data Controller.
- 4.3 Sanitised Incident Data derived from the Incident Data, and processed pursuant to this Agreement will come entirely under the control of the Data Processor and the NPIA and may only be processed in accordance with this Agreement.

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### 5.0 Use, Disclosure and Publication

- 5.1 The Incident Data will be used solely for the Purpose.
- 5.2 The Incident Data will be contained and processed solely within the Accredited System Environment. A copy of the Risk Management Accreditation Document Set relating to the Accreditation can be obtained from the NPIA.
- 5.3 The Incident Data shall not at any time be copied, broadcast, disseminated or disclosed to any third parties outside of the Accredited System Environment.
- 5.4 Both the NPIA and the Data Processor undertake not to use the services of any sub-contractors in connection with the processing of the Incident Data, other than as Accredited, without the prior written approval of the Data Controller in accordance with this agreement.
- 5.5 The only exceptions to clauses 4.3 and 5.3 above will be where any person is required to give evidence in legal proceedings or in accordance with 5.8.
- 5.6 Access to the Incident Data will be restricted to those employees of the Data Processor directly involved in the processing of the Data in pursuance of the Purpose who have undergone screening in accordance with the HMG Baseline Personnel Security Standard and are approved by the NPIA. The Data Processor will have full responsibility for the notification of new employees to the NPIA.
- 5.7 No steps will be taken by the Data Processor to contact any Data Subject identified in the Incident Data.
- 5.8 Personal Data used will not be published in identifiable form unless the persons concerned have given their consent in conformity with other safeguards laid down by domestic law.
- 5.9 For avoidance of doubt, Sanitised Incident Data may be copied, broadcast, disseminated and disclosed to any third parties without the restrictions imposed by paragraph 5.3.

### 6.0 Data Protection and Human Rights

- 6.1 The use and disclosure of any Personal Data shall be in accordance with the obligations imposed upon the Parties to this Agreement by the Data Protection Act 1998 and the Human Rights Act 1998. All relevant codes of practice or data protection operating rules adopted by the Parties will also reflect the data protection practices of each of the parties to this Agreement.
- 6.2 The Parties agree and declare that the Incident Data accessed pursuant to this Agreement will be used and processed with regard to the rights and freedoms enshrined within the European Convention on Human Rights. Further, the Parties agree and declare that the provision of information is proportional, having regard to the Purpose of the Agreement and the steps taken in respect of maintaining a high degree of security and confidentiality.
- 6.3 The Parties undertake to comply with the provisions of the Data Protection Act 1998 and to notify as required any particulars as may be required to the Information Commissioner.
- 6.4 If any Party receives a request under the Subject Access (Section 7) provisions of the Data

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Protection Act 1998 and personal data is identified as belonging to another Party, the receiving Party will contact the other Party to determine if the latter wishes to claim an exemption under the provisions of the Act.

- 6.5 It is acknowledged that where a Data Controller cannot comply with a request without disclosing information relating to another individual who can be identified from that information, he is not obliged to comply with the request, unless;
- a) the other individual has consented to the disclosure of the information to the person making the request; or
  - b) it is reasonable in all the circumstances to comply with the request without the consent of the other individual. In determining whether it is reasonable, regard shall be had, in particular, to:-
    - any duty of confidentiality owed to the other individual;
    - any steps taken by the data controller with a view to seeking consent of the other individual;
    - whether the other individual is capable of giving consent;
    - any express refusal of consent by the other individual.
- 6.6 Where any Party receives a Notice under Section 10 of the Data Protection Act 1998, that Party will contact the person nominated below to ascertain whether or not to comply with that Notice.
- 6.7 The Data Processor shall give reasonable assistance as is necessary to the Data Controller in order to enable him to:
- Comply with request for subject access from the Data Subjects;
  - Respond to Information Notices served upon him by the Information Commissioner;
  - Respond to complaints from Data Subjects;
  - Investigate any breach or alleged breach of the Act.
- in accordance with his statutory obligations under the Data Protection Act 1998.
- 6.8 On reasonable notice, periodic checks may be conducted by the Data Controller to confirm compliance with this Agreement.
- 7.0 Confidentiality**
- 7.1 The Data Processor shall not use or divulge or communicate to any person (other than those whose province it is to know the same for the Purpose, or without the prior written authority of the Data Controller) any Data obtained from the Data Controller, which it shall treat as private and confidential and safeguard accordingly.
- 7.2 For the avoidance of doubt, the obligations or the confidentiality imposed on the Parties by this Agreement shall continue in full force and effect after the expiry or termination of this Agreement.
- 7.3 Respect for the privacy of individuals will be afforded at all stages of the Purpose.
- 7.4 Where disclosure of the Incident Data is ordered by a Court of competent jurisdiction, or

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subject to any exemption under the Act, where disclosure is required by a law enforcement agency or regulatory body or authority, or is required for the purposes of legal proceedings, the NPIA shall immediately notify the Data Controller in writing of any such requirement for disclosure of the Incident Data in order to allow the Data Controller to make representations to the person or body making the requirement.

- 7.5 The restrictions contained in 7.1 shall cease to apply to any Data which may come into the public domain otherwise than through unauthorised disclosure by the Parties to the Agreement.

### 8.0 Retention, Review and Deletion

- 8.1 Incident Data stored in the Accredited System Environment may be securely destroyed by the Data Processor any point during the term of this Agreement if no longer required for the Purpose.
- 8.2 The Data Processor will be responsible for ensuring all Incident Data stored in the Accredited System Environment is securely destroyed within 90 days of the termination of this Agreement. **The Data Processor will confirm in writing to the NPIA that all copies of the Incident Data held in the Accredited System Environment have been destroyed.**

### 9.0 Security

- 9.1 The Data Processor and the NPIA recognise that the Data Controller has obligations relating to the security of Data in his control under the Data Protection Act 1998, ISO27001 and the ACPO Information Community Security Policy. The Data Processor and the NPIA will continue to apply those relevant obligations as detailed below on behalf of the Data Controller during the term of this Agreement.
- 9.2 The Data Processor and the NPIA agree to apply appropriate security measures, commensurate with the requirements of principle 7 of the Data Protection Act 1998 to the Data, which states that: "appropriate technical and organisation measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data". In particular, the Data Processor and NPIA shall ensure that measures are in place to do everything reasonable to:
- make accidental compromise or damage unlikely during storage, handling, use, processing, transmission or transport
  - deter deliberate compromise or opportunist attack, and
  - promote discretion in order to avoid unauthorised access.
- 9.3 The Incident Data will be delivered to the Data Processor in accordance with the GPMS. The Data will be transferred over encrypted connections within the Accredited System Environment only.
- 9.4 During the term of this Agreement, the Data Processor shall uphold the standards of the Accredited System Environment and will carry out any checks as are reasonably necessary to ensure that the above arrangements are not compromised.

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- 9.5 The Data Processor will ensure that the Incident Data accessed is not used other than as identified within this agreement, and the terms of the agreement are met.
- 9.6 Any security incidents, breaches and newly identified vulnerabilities **must** be reported to the NPIA National Accreditation Team by email to [polwarp@npia.pnn.police.uk](mailto:polwarp@npia.pnn.police.uk) and henceforth to the Data Controller.

### 10.0 Indemnity

- 10.1 In consideration of the provision of the Incident Data for the Purpose the Data Processor and the NPIA undertake to indemnify and keep indemnified the Data Controller against any liability, which may be incurred by the Data Controller as a result of the Data Processor's breach of this Agreement.
- 10.2 For the avoidance of doubt:
- The NPIA owns the Sanitisation Process and any changes to this must be authorised by the NPIA. It is the responsibility of the NPIA to ensure the Sanitisation Process adequately removes Personal Data.
  - It is the responsibility of the NPIA to ensure that the Accredited System Environment, as maintained in accordance with paragraph 9.4, provides adequate mitigation against security risks.
- 10.3 This indemnity shall not apply:
- Where the liability arises from information supplied by the Data Controller which is shown to have been incomplete or incorrect, unless the Data Controller establishes that the error did not result from any wilful wrongdoing or negligence on his part;
  - If the liability arises as a result of the Data Controller's inclusion of Personal Data in data fields which the NPIA have notified the Data Controller do not undergo the Sanitisation Process.
  - Unless the Data Controller notifies the Data Processor and NPIA as soon as possible of any action, claim or demand to which this indemnity applies, commits the Data Processor and NPIA to deal with the action, claim or demand by settlement or otherwise and renders the Data Processor and NPIA all reasonable assistance in so dealing;
  - To the extent that the Data Controller makes any admission which may be prejudicial to the defence of the action, claim or demand.

### 11.0 Disputes

- 11.1 In the event of any dispute or difference arising between the Parties out of this Agreement, the Parties or their representatives shall meet in an effort to resolve the dispute or difference in good faith.
- 11.2 The Parties will seek to resolve disputes between them by alternative dispute resolution. If the Parties fail to agree within 56 days of the initiation of the alternative dispute resolution procedure, then the Parties shall be at liberty to commence litigation.

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### **12.0 Term, Termination and Variation**

- 12.1 This Agreement shall terminate on the 30<sup>th</sup> September 2013 or the completion of the Purpose, whichever be the earlier.
- 12.2 The Data Controller may at any time by notice in writing terminate this Agreement forthwith if the Data Processor is in material breach of any obligation under this Agreement.
- 12.3 In the event that any party wishes to exit from this agreement, that party shall serve a notice, in writing, to the offices of the other party of a date not less than 90 days from the date of the said notice, on which the party proposed to exit the Agreement.
- 12.4 In the event that either party wishes to vary any term of this Agreement that party will give notice, in writing, to the Offices of the other party, explaining the effect of and reason for the proposed variation. The parties shall within 30 days of receipt of such notice meet to discuss the variation.
- 12.5 As the Data Controller of the Personal Data this Agreement covers, the Data Controller will have the final decision on any proposed variation to this Agreement.

### **13.0 Miscellaneous**

- 13.1 This Agreement acts in fulfilment of part of the responsibilities of the Data Controller as required by paragraphs 11 and 12 of Schedule 1, Part II of the Data Protection Act 1998.
- 13.2 This Agreement constitutes the entire agreement between the Parties as regards the subject matter hereof and supersedes all prior oral or written agreements regarding such subject matter.
- 13.3 If any provision of this Agreement is held by a Court of competent jurisdiction to be invalid or unenforceable, such invalidity or unenforceability shall not affect the remaining provisions of this Agreement, which shall remain in full force and effect.
- 13.4 The validity, construction and interpretation of the Agreement and any determination of the performance which it requires shall be governed by the Laws of England and the Parties hereby submit to the exclusive jurisdiction of the English Courts.



# RESTRICTED

For and on behalf of the Data Controller	For and on behalf of the NPIA
Signature:	Signature:
Print name:	Print name:
Job Title:	Job Title:
Date:	Date:
For and on behalf of the Data Processor	
Signature:	
Print name:	
Job Title:	
Date:	

# CrimeMapper v2 Milestones – Updated 23/11/10

<b>Mid August</b>	<ul style="list-style-type: none"> <li>Position regarding communications and marketing freeze clarified (i.e. confirmation of whether or not we need to go through an exemptions process)</li> <li>Initial communication sent to all Police Authorities and forces at ACPO level.</li> <li>Confirmation of SPOC details received from all forces.</li> <li>Exploratory research on force technical capability begins.</li> <li>Estimate of costs received from RKH.</li> </ul>
<b>Late August</b>	<ul style="list-style-type: none"> <li>Initial contact made with key stakeholders. ICO, ONS, MPS, NPJA Information Assurance, ACPO FOI, ACPO CAG, LPDP.</li> <li>ACPO lead for Crime Data / Crime Mapping confirmed.</li> <li>Approval given that current RKH contract could be extended to achieve agreed deliverables.</li> </ul>
<b>Early September</b>	<ul style="list-style-type: none"> <li>NPJA receive official commission from Home Office to commence a 'street level' crime data / mapping project (via PPG?).</li> <li>Exploratory research with forces completed. Clear understanding of technical issues and other concerns in all forces.</li> <li>Project Board in place.</li> </ul>
<b>Mid September</b>	<ul style="list-style-type: none"> <li>Home Office recommendation put to ministers.</li> <li>Technical approach for data publication and front end figured out.</li> <li>Source of project funding identified.</li> </ul>
<b>Late September</b>	<ul style="list-style-type: none"> <li>NPJA PID, Project Plan and Risk Log created.</li> </ul>
<b>Early October</b>	<ul style="list-style-type: none"> <li>Sanitisation options (for consideration by CM SSG) drafted.</li> <li>Technical requirements for forces drafted.</li> <li>Technical requirements for RKH drafted.</li> <li>Post commission letter to forces from NPJA drafted.</li> </ul>
<b>Mid October</b>	<ul style="list-style-type: none"> <li>Ministers approve HO recommendation.</li> <li>Home Office formally commission the NPJA.</li> <li>NPJA issue update communication to all forces at ACPO and SPOC level. Contains detailed information on approach, timescales, funding and technical requirements.</li> </ul>
<b>End October</b>	<ul style="list-style-type: none"> <li>Contract change notice agreed with RKH.</li> <li>RKH leading on work to develop back end and front end systems.</li> <li>Initial CM SSG meeting held.</li> <li>Workshop event held with forces at practitioner level.</li> </ul>
<b>Early November</b>	<ul style="list-style-type: none"> <li>RKH invoice 30% milestone payment.</li> <li>All forces confirm whether or not they will be able to upload data in the required format.</li> <li>HO Codes / Categories mapping issued to forces</li> <li>Ongoing work with forces to address issues, concerns, risks.</li> </ul>
<b>Mid November</b>	<ul style="list-style-type: none"> <li>CM SSG makes final decision on sanitisation method / number of properties.</li> <li>Draft RMADS completed.</li> <li>Data sharing agreement drafted.</li> <li>ICO issue guidance to NPJA and forces.</li> <li>Ongoing work with forces to address issues, concerns, risks.</li> </ul>
<b>End November</b>	<ul style="list-style-type: none"> <li>Meeting between NPJA and Met.</li> <li>Privacy Impact Assessment completed.</li> <li>Penetration testing completed.</li> <li>'Snap points' list issued to forces.</li> <li>All forces able to upload data / workarounds in place.</li> </ul>
<b>Early December</b>	<ul style="list-style-type: none"> <li>IA completes interim accreditation. Documentation issued to all forces.</li> <li>Data sharing agreement accepted by all forces.</li> <li>Forces begin internal process to extract and approve November's crime data for upload.</li> <li>Forces begin internal communications.</li> <li>Assessment of the likely scale of media launch completed (so RKH can make sure appropriate servers / load balancers are in place).</li> <li>Upgrade to Google Premium.</li> </ul>
<b>Mid &amp; Late December</b>	<ul style="list-style-type: none"> <li>All forces November's crime data uploaded to RKH in the agreed format.</li> <li>All forces NPT population data added to TeamDB.</li> <li>System development completed by RKH.</li> <li>Comms plan completed by Home Office</li> <li>System, load and penetration testing of the live system completed.</li> </ul>
<b>Early January</b>	<ul style="list-style-type: none"> <li>NPJA Information Assurance provides all clear for public launch.</li> <li>NPJA IA complete full accreditation.</li> </ul>

**Mid January**

- Public launch.

## CRIMEMAPPER STRATEGIC STEERING GROUP 2

Date: Thursday, November 18<sup>th</sup>, 2010

Time: 14:00 – 16:00

Venue: Fielding Room, NPPIA HQ, 2 Marsham Street, London SW1P 4DF

### Invited Attendees

#### Core

ACC Steve Mortimore [SM]

DCC Neil Rhodes [NR]

Nick Deyes [ND]

Rebecca Bradfield [RB]

for Gus Jaspert)

Hannah Sharp [HS]

NPPIA, PPP Service Director (Chair)

Lincolnshire Police and ACPO Lead on Crime Mapping

NPPIA, Head of Information and Comms

Home Office, Local Policing, Crime and Justice Unit (dep.

APA, Senior Policy Advisor

NPPIA, Staff Officer to ACC Mortimore (Sec.)

#### Tactical Advisory

Alex Edwards [AE]

Darren Miller [DM]

Trevor Adams [TA]

Jonathan Bamford [JB]

Gavin Stephens [GS]

Rupert Chaplin [RC]

David White [DW]

Paul Quinton [PQ]

Mark Hazelby [MH]

Andy Campbell [AC]

NPPIA, ICTS Business Advisor

NPPIA, ICTS Business Advisor

MPS, Head of GIS Services

ICO, Head of Strategic Liaison (dep. for Meagan Mirza)

Surrey Police, Ch. Supt.

Home Office, Statistics

Essex Police, Web Managers Group

NPPIA, Research Unit

NPPIA, Marketing and Comms

Home Office, Marketing and Comms

NPPIA, Criminal Justice and Local Policing Unit

#### Advance apologies

Mark Wise [MW]

Meagan Mirza [MM]

Gus Jaspert [GJ]

ACPO FOI CRU, Manager

ICO, Group Manager, Public Security Group

Home Office, Marketing and Comms

Home Office, Local Policing, Crime and Justice Unit

### Agenda

Item	Content	Lead
1	Introduction, welcome and apologies	SM
2	Update on current Ministerial position and future developments	RB
3	ICO guidance and next steps	RB/JB
4	Progress Update <ul style="list-style-type: none"> <li>Data sharing agreement</li> <li>System security and accreditation</li> <li>Risks</li> <li>Milestones</li> </ul>	ND/AE

## National Policing Improvement Agency

5	Governance and reporting	RB
6	Update on progress of Comms/Publication strategy, including: <ul style="list-style-type: none"><li>• RKH involvement</li><li>• Embargoed briefing for media?</li></ul>	RB, [REDACTED] MH
7	AOB/issues of concern <ul style="list-style-type: none"><li>• Briefing on dialogue re: crime categories with HMIC</li></ul>	SM
8	Time, date and venue of next meeting	[REDACTED]