



Appendix D Private Housing; guidance for requests

Introduction

This Appendix is about how **the local authority** can apply for data held on Staffordshire Police local systems relating to privately owned property and should be read in conjunction with the Safer Communities MoU.

The local authority may request data relating to incidents at private properties and these tend to be requests where the property has suffered criminal damage or the premises has been subject to police attendance due to criminal activity. The local authority has a responsibility to ensure that any private property does not pose a hazard to the community and very often the police are the only body that have the data to assist with this.

Rights and legislation

Requests about the disclosure for incidents are covered under Schedule 2 Part 1 (2) (3) & (5) of the DPA 2018.

This MoU Appendix does not give the local authority an automatic right to receive police data, it is a discretionary process for providing data where it is relevant and legally justified to do so. Data that may prejudice an ongoing investigation or criminal court case will not be shared unless there is an overriding safety requirement or a court order obligates us to. Police intelligence will not be shared. Any data shared will only be used for the purpose for which it has been provided.

Process

Requests can be made using the form at Appendix B of the Safer Communities MoU. Once completed it needs to be sent by email to information.exchange@staffordshire.police.uk

The police will consider, on a case by case basis, sharing the following data in response.

- Command & Control number and Occurrence Number
- Property address if the local authority do not already have these details
- Date of any police attendance
- Any structural damage to the property
- If the police have attended has power been cut off by a power company
- Condition inside the property for example any soils or waste left

The local authority will consider, on a case by case basis, sharing back to the police the following data

- The owners/tenants contact details if not already known to the police
- Action taken with the property

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