



## ROLE PROFILE

<b>Role Title:</b>	<b>Information Rights Practitioner</b>
<b>Rank/Grade:</b>	<b>(B) Sc6 (C) Sc6 (H) A4 (non-supervisory)</b>
<b>Job Family:</b>	<b>Business Support</b>
<b>Reporting to:</b>	<b>Information Rights Supervisor</b>
<b>Main purpose of the role:</b>	<p>To enable the smooth running of the BCH Information Rights Department by responding to a range of enquiries from internal and external sources. Often enquiries are of a complex nature, so the post holder is to ensure that BCH meets its obligations to provide/disclose information in line with legislative requirements and to provide an efficient service.</p> <p>To assist with the review of internal force processes in relation to Policy/Standard Operational Procedures, forms and records Management are fit for purpose and up to date.</p> <p>The role will contribute to achieving the BCH vision, purpose and values.</p>

<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Provide specialist advice, process, and present information in order to respond to all Freedom of Information Act (FOI) requests received by the three forces from external sources, in a manner that adheres to legislation and respond within strict statutory timescales. The role will involve liaison with applicants, internal and external sources and partners. Ability to research and collate information for final disclosure. This will include the practitioner assessing any harm in disclosure in order to apply the correct FOI exemptions relied upon and make decisions on whether the release of information into the public domain is in the public interest.</li> <li>• Responsible for providing specialist Data Protection Act (DPA) advice to be able to respond to all types of requests for personal information from internal and external applicants in a manner that adheres to legislation and respond within strict statutory timescales. This role will require the practitioner to research, analyse and interrogate information held from a variety of BCH police systems. Collate, assess and make final disclosure decision whilst recording the rationale for any disclosure or non-disclosure and the accurate application of any DPA exemptions to be relied upon. This will involve direct liaison with applicants, departments and external agencies and will include areas of work such as Subject Access Requests, Section 35 (DPA) Insurance companies and other third party disclosure requests.</li> <li>• Process and respond to requests from ACRO relating to the deletion of information on an applicant's record held on the Police National Computer (PNC) and direct requests for the removal of locally held information across the three forces. (BCH). This will require research, analysis and collation of all data held on the applicant by the three Police forces, to produce a concise report reviewing the case(s) in question. The report will include the balance of the public interest in the retention of the record against the human rights of the applicant identifying any risks or concerns in relation to Safeguarding, Police procedures and both evidential and legal matters. The report will include a recommendation for either deletion or retention of the applicant's record prior to submitting it to management to assist with their final decision.</li> <li>• To process other requests for access to personal data (e.g. Common Law Police Disclosure, Regulatory Bodies, internal / external sharing of personal data) in line with legislative requirements and BCH policies / procedures. This requires practitioners to determine whether there is a legitimate right of access to the information being requested, decide what information if any, should be disclosed and apply exemptions as necessary.</li> <li>• Assist in the development and maintenance of Policies and Procedures regarding Data Protection and Sharing of Personal Data ensuring policies are complete, accurate, up to date with reviews dates set and accessible to all staff.</li> <li>• Prioritise own work load and monitor work stream on case management system to ensure that all work is completed in a timely manner and meets relevant deadlines. Ensuring that it complies with National Standards and Force Policies.</li> <li>• As part of a team of Information Rights Practitioners, to act as the single point of contact for internal and external enquiries relating to personal data processing activity and disclosures made by the Information</li> </ul>	



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Rights Office. Provide advice and actively engage with members of the public, external organisations and police personnel in respect to information and data sharing.

- All Information Rights Practitioners will be required to research and locate information relating to their respective area through an investigative process utilising the three Police forces data systems. Once identified they will collate and review the material making informed decisions prior to disclosure or submission of reports. This will be in keeping with legislation and force policy.
- Alerting line managers to emerging issues or sensitive judgements and decisions in a timely manner. Any other duties that are commensurate with the role and grade as may be requested by line management.

<b>Agile Working</b>	To be decided
<b>Psychological Assessment</b>	To be decided
<b>Return on Investment</b>	To be decided
<b>Limited Duties</b>	To be decided

<b>Financial e.g. limits/mandates</b>	<b>Non-financial e.g. staff responsibility</b>
<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>

<b>Entry Requirements</b>
<ul style="list-style-type: none"> <li>• A good understanding of the Freedom of Information Act 2000, and the Data Protection Act 1998, in particular rights of the Data Subject Access provided within, to include 'exemptions'.</li> <li>• Good standard of written and verbal communication for correspondence and reports and to be able to speak to people face to face and over the telephone clearly and concisely.</li> <li>• NVQ Level 3 or equivalent work experience. Will be required to work towards achieving a professional qualification.</li> <li>• Ability to demonstrate analytical skill, interpersonal skills and organisational skills.</li> <li>• Demonstrate good problem-solving abilities with attention to detail and ability to meet deadlines.</li> <li>• Ability to communicate at all levels to elicit information and communicate decisions.</li> <li>• Utilising all BCH ICT systems, social media and data.</li> <li>• Ability to work under pressure and on own initiative.</li> <li>• Ability to interpret, analyse, assess and present information.</li> <li>• Ability to maintain confidentiality at all times whilst working with sensitive data.</li> <li>• Mental resilience to cope with the distressing content of some files.</li> </ul>

<b>Any other General Requirements/Scope</b>
<ul style="list-style-type: none"> <li>• Once in post the role-holder will need to successfully complete training; this includes completion of the NPCC Data Protection course at intermediate level, and the NPCC Freedom of Information Decision Makers course.</li> <li>• This role requires the post holder to have the ability to travel to different locations across Bedfordshire, Cambridgeshire and Hertfordshire.</li> <li>• If using a private vehicle then business insurance needs to be organised by the individual.</li> <li>• Vetting is required, as advised by the vetting unit.</li> <li>• The post holder will be expected to undertake training as and when required.</li> <li>• The post holder will be expected to comply with health and safety requirements.</li> </ul>



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### Obligatory Requirements

- Before commencement of this appointment, this role is subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.

### Personal Qualities(Behavioural Competencies)

#### We are emotionally aware

I treat others with respect, tolerance and compassion. I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. I remain calm and think about how to best manage the situation when faced with provocation. I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. I ask for help and support when I need it. I understand the value that diversity offers. I communicate in clear and simple language so that I can be easily understood by others. I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.

#### We take ownership

I actively identify and respond to problems. I approach tasks with enthusiasm, focusing on public service excellence. I regularly seek feedback to understand the quality of my work and the impact of my behaviour. I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. I give feedback to others that I make sure is understandable and constructive. I take responsibility for my own actions, I fulfil my promises and do what I say I will. I will admit if I have made a mistake and take action to rectify this. I demonstrate pride in representing the police service. I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.

#### We are collaborative

I work cooperatively with others to get things done, willingly giving help and support to colleagues. I am approachable, and explain things well so that I generate a common understanding. I take the time to get to know others and their perspective in order to build rapport. I treat people with respect as individuals and address their specific needs and concerns. I am open and transparent in my relationships with others. I ensure I am clear and appropriate in my communications.

#### We deliver, support and inspire

I take on challenging tasks to help to improve the service continuously and support my colleagues. I understand how my work contributes to the wider police service. I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others. I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. I support the efficient use of resources to create the most value and to deliver the right impact. I keep up to date with changes in internal and external environments. I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.



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### We analyse critically

I recognise the need to think critically about issues. I value the use of analysis and testing in policing. I take in information quickly and accurately. I am able to separate information and decide whether it is irrelevant or relevant and its importance. I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. I refer to procedures and precedents as necessary before making decisions. I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. I recognise gaps and inconsistencies in information and think about the potential implications. I make decisions in alignment with our mission, values and the Code of Ethics.

### We are innovative and open-minded

I demonstrate an openness to changing ideas, perceptions and ways of working. I share suggestions with colleagues, speaking up to help improve existing working methods and practices. I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements. I adapt to change and am flexible as the need arises while encouraging others to do the same. I learn from my experiences and do not let myself be unduly influenced by preconceptions.