

# Data

Policy

## Notice:

This document has been made available through the Police Service of Scotland Freedom of Information Publication Scheme. It should not be utilised as guidance or instruction by any police officer or employee as it may have been redacted due to legal exemptions

Owning Department: Chief Data Office

Version Number: V1.00

Date Published: 05/10/2022

## Data Policy

Police Scotland gathers and utilises vast amounts of data across multiple operational and corporate data sets mostly sensitive and personal data. Data is a literal representation of facts, text, numbers, sounds and images and is the raw material which forms the basis of information.

Police Scotland will use the data it holds as an asset to drive better outcomes for the public, our stakeholders, partners and officers and staff. Data is the lifeblood of policing therefore we must make the most of the data made available to us, enabling intelligence-led policing and investigation, while continuing to meet legislative and regulatory requirements and the public’s expectations regarding how we handle their data. We will:

* Maximise the benefit of data to policing, society and individuals;
* Minimise the potential risk and detrimental impact of the data to individuals, society and policing;
* Ensure the value of the data as an asset to policing and the public.

This policy underpins Police Scotland’s strategic approach to the data governance life-cycle.

The Chief Constable has legislative responsibilities for Police Scotland data and Police Scotland will ensure these responsibilities are met by identifying and delivering key strategic objectives in the area of Data Governance.

This Policy is underpinned by a number of supporting activities and actions which require that all the data life-cycle actions are corporately adopted and consistently implemented. These include the following principles:

* Data Ownership and Governance
* Data Standards
* Data Quality
* Data Assets
* Privacy and Ethics
* Availabilty of and Access to data
* Security and Legislative & Regulatory Compliance

This Data Policy will steer (in conjunction with supporting guidance) the data governance life-cycle, ensuring that data risk matters are identified and managed. Police Scotland data governance practices will be periodically reviewed to ensure they remain efficient, are consistently fit for purpose and are closely aligned to the Police Scotland Policing Values and Code of Professional Ethics.

## Compliance record

EqHIRA completion/review date: 04/10/2022

Information Management Compliant: Yes

Health and Safety Compliant: Yes

## Version control table

| Version | History of amendments | Approval date |
| --- | --- | --- |
| 1.00 | Initial Approved Version | 04/10/2022 |

## Feedback

All Police Scotland service delivery Policies, Standard Operating Procedures (SOPs) and National Guidance are subject to regular reviews. It is important that user feedback is taken into account when documents are reviewed.

If any officer / staff member wishes to provide comment, or make suggestions for improvements to this or any associated document, Force Form 066-014 should be used.