

1. Background

These Procedures are intended to cover situations where the University receives requests from the Police

Services

Staff should not feel pressurised to disclose information "on the spot", as it is very rare that the police or agencies require the information urgently (although such circumstances are dealt with in Section 4 below).

3. Disclosure Procedures

[a] Police Requests

All police forces have standard forms which must be used to request personal information from Bangor University, in accordance with guidance issued by the Association of Chief Police Officers. The form must certify that the information is required for an investigation concerning national security, the prevention or detection of crime or the apprehension or prosecution of offenders, and that the information would be prejudiced by a failure to disclose the information. All requests from the police, (apart from emergency requests, which are dealt with in section 4 below,) should be received on the appropriate data protection form, should clearly state all the information being requested and should be signed and dated by an officer of the rank of Sergeant or above. Increasingly the way in which police forces request information from the University is through a secure portal rather than a form, however the principles outlined above should still be followed.

[b] Other Agencies with Law Enforcement Responsibilities

Other agencies may not routinely use standard forms to submit their requests. However, any request for personal information should:

- x Be in writing, on headed paper, and signed by an officer of the agency;
- x Describe the nature of the information which is requested;
- x Describe the nature of the investigation in broad terms, including citing any relevant statutory authority for requesting the information;
- x Certify that the information is necessary for the investigation.

On receipt of such a request the data would normally be disclosed after due consideration of the University's legal position to provide such data, by the Head of Legal Services

4. Requests for Disclosure of Information in Emergency Situations

The University acknowledges that, from time to time and in extraordinary circumstances, police forces, other law enforcement agencies and/or other emergency services may urgently require personal data from the University and may not be in a position to complete the usual processes at that time. These requests are usually received by the University's Security Section but may be received by other staff.

1. The University's Security Section should note all of the emergency information required, the