

SECTION 1

Introduction

This Data Protection Impact Assessment (DPIA) outlines the data processing which will be conducted by the Mayor's Office for Policing And Crime (MOPAC) in-house research team, namely Evidence and Insight (E&I) unit, in order to evaluate the Safer Streets Programme.

The Safer Streets Programme is an initiative designed and delivered by London Community Rehabilitation Company (CRC) with the intention of reducing re-offending amongst those convicted of a knife possession offence. The programme comprises a total of 12 sessions with facilitators with a focus on changing attendees' attitudes and behaviours. For the majority of attendees these sessions will comprise a mixture of one-to-one and group activities, although a minority may be assigned solely to one-to-one delivery due to special adjustments (e.g. mental health needs).

The need for a DPIA has been identified as, to evaluate the Safer Streets Programme, MOPAC E&I shall need to access and process data relating to individuals participating in and delivering the programme.

MOPAC are working collaboratively with CRC to evaluate the Safer Streets Programme. This process focuses on three distinct areas for analysis.

Performance Monitoring: This aims to track the assignment of cases to the Safer Streets Programme from sentencing through to completion of the course. Personally identifiable information will be provided to MOPAC E&I from CRC and NPS for this purpose.

Process Evaluation: This involves gathering feedback from CRC facilitators and participants to evaluate the set up and delivery of the Safer Streets Programme, and to identify opportunities for improvement. The bulk of this stage will be conducted by MTC Novo, who have been commissioned to run a parallel process evaluation across a range of CRC programmes (including the Safer Streets Programme). MTC Novo will be undertaking qualitative interviews with programme facilitators and attendees alongside 'case studies' for this purpose, and will share anonymised data with MOPAC E&I. MOPAC E&I will distribute paper feedback forms from CRC staff to assess the effectiveness of initial training programmes (designed to familiarise facilitators with the aims and delivery of the Safer Streets Programme), alongside several online 'check-ins' with facilitators to monitor offenders' attendance and engagement with the programme. This online portal also gathers information from the attendees themselves upon the suitability and delivery of the Safer Streets Programme, alongside suggestions for improvements to help shape future delivery of the initiative.

Impact Evaluation: This involves examining the impact of the Safer Streets Programme upon a range of attendees' self-reported attitudes, including their views towards offending behaviour and life satisfaction/goal-setting outcomes. Data for this stage will be gathered through an online survey hosted on the Opinion Research Services (ORS) portal. Depending on data-sharing arrangements between MOPAC and the Metropolitan Police Service (MPS), this stage also aims to assess the longer-term impact of the Safer Streets Programme upon re-offending rates by monitoring police contact, arrest, and sentencing data for up to a year following completion of the programme. The ability to successfully complete each element will depend on data quality and quantity and will be reviewed throughout the life of the research. Impact evaluation will only be possible if data from a suitable number of participants is obtained (more than 100-200).

As per above, it is the intention that MOPAC E&I use MPS data from CRIS and/or PNC as part of the impact stage of this evaluation to assess whether the Safer Streets Programme has impacted on reoffending rates. However, due to ongoing discussions between MOPAC and the MPS around data sharing agreements, data from MPS is omitted from this DPIA. This document will be updated to include MPS data sharing once agreements are in place.

This document details MOPAC's lawful basis used to access and process data to conduct research, and provides an understanding of responsibilities, risk and mitigation, and lines of accountability. The document aims to provide reassurance and transparency to those facilitating or accessing the services of the Safer Streets Programme, members of the public, and our elected officials.

This evaluation DPIA is intended as a 'live' document which will be updated regularly. As separate overarching programme documentation exists which defines the specific ways of working – both documents will be reviewed, at the least, annually.

SECTION 2

2.1.1 The nature of the processing

This section documents how data will be collected and processed for the purposes of the Safer Streets Programme evaluation. Personally identifiable information (PI) collected and analysed will only be that which is necessary to meet the requirements set out in this agreement.

Data will only be processed for the Safer Streets Programme evaluation. Wherever possible data minimisation principles will be applied and PI will be de-personalised at the earliest opportunity. Whilst this DPIA concludes that personal and sensitive data will be processed, safeguards are in place to ensure compliance with Data Protection principles and the risk assessment outlines details associated with the project and the proposed mitigation (see Section 6 Identifying and assessing risks).

In the main, data is classified as OFFICIAL SENSITIVE under the Government Security Classification (GSC). Data is personally identifiable, and in some cases is special category - making it open to additional security measures or appropriate safeguards (see below for more

details). Criminal offence data will be processed – this data includes information about criminal allegations, proceedings or convictions that would have been sensitive personal data under the 1998 Act.

2.1.2 Data source and collection

This project has several main sources of data, each with their own methods of data collection:

1. National Probation Service (NPS)
2. Community Rehabilitation Company (CRC)
3. Bespoke Evaluation Data – Primary Data Collection by MOPAC E&I

Data provided by NPS and CRC contains information about sentencing decisions for knife possession offences, and will be used to monitor assignment, uptake and completion of the Safer Streets Programme. Court case outcomes will be supplied by National Probation Service (NPS) admin, while a bespoke eligibility spreadsheet will provide data from CRC in relation to assignment decisions for all cases receiving a community sentence with Rehabilitation Activity Requirement (RAR). This data is PI and will include, but not be limited to: Offender Management Team, Offender Manager Name, CRC Case Reference Numbers (CRN), gender, disposal date, offence details, proposed sentence, resulting sentence, court details, whether or not assigned to Safer Streets Programme (with reason codes for non-assignment), and whether assigned to one-to-one (with reason codes). The overarching programme documentation held by CRC outlines how data will be collected, used and stored by CRC and how data minimisation techniques will be employed, to limit access for the different partners (and roles) to only essential data. Whilst the evaluation requires a wide breadth of data, E&I fall within the same principles and will only be provided with data fields relevant to enable the effective monitoring of uptake for the Safer Streets Programme, and to identify factors potentially associated with attrition or ineligibility. Case Reference Numbers (CRNs) are required to match throughput data with that gathered through other sources, such as primary surveys conducted by MOPAC E&I. Remaining data will be used to monitor trends and patterns in throughput and outcomes, and to monitor reason codes for non-referral or specific pathways. NPS and CRC will share the data with MOPAC under a lawful disclosure, with MOPAC acting as a controller for this data solely for the purposes of evaluation.

Bespoke evaluation data will be gathered by MOPAC E&I through an online survey hosted on the Opinion Research Services (ORS) Portal. This survey aims to track participants' progress through the Safer Streets Programme, with a range of attitudinal and experiential questions at different stages of the 12 sessions. The data gathered by this survey is personally identifiable information due to the presence of a CRC Case Reference Number. This number is required to be able to match participants throughout their completion of the course.

2.1.3 – How will the data be used?

As highlighted in the 'Introduction', data is required for potentially three stages of an evaluation - the performance review; process evaluation; and impact evaluation. Each stage will enable stakeholders to monitor the programme's progress and/or impact effectively. This

involves examining uptake and progress through the Safer Streets Programme, alongside the impact of the programme upon attendees' attitudes and behaviours.

Information used by MOPAC will be reported at the aggregate, not an individual level and not used in a way whereby an individual can be identified by any means (e.g. reporting on data with small base sizes). Reporting may take the form, but not be limited to: internal written documents or briefings; data visualisation packs or dashboards; info-graphics; journal articles or published documents; and may include case studies or quotes from research participants.

2.1.4 – Data storage and transfer

[REDACTED]

[REDACTED]

Online survey data from attendees and facilitators will be collected and stored on an online portal. The online portal is run by a company contracted by MOPAC/MPS called Opinion Research Services (ORS). They have their own specific documentation for which the storage of these responses must adhere (Contract Ref: SS31380).

MOPAC are not intending to use any other external data processors during this evaluation. Information may be shared between MOPAC and MTC Novo as part of this evaluation, but this data will be fully anonymised before sharing to ensure it is not personally identifiable.

Where papers are used, MOPAC employs a clear desk policy. Anything of an OFFICIAL marking will be stored in a locked container within a secure premise with a managed access control. Access to information will be limited to those with a genuine "need-to-know". When the documents are not being used they will be locked away.

2.1.5 – How long will the data be retained for and why?

All parties carrying out the functions set out in this agreement must adhere to their organisation's record management policies and procedures specifically in relation to retention and destruction of data. Such policies and procedures must be GDPR compliant. For data held by CRC or NPS, the overarching programme documentation will outline the disposal procedure.

MOPAC have documented their retention criteria in MOPAC'S Information Governance policy, where public consultation research falls under a retention period of 8 years. For E&I data the general rule is 'all files containing PI or sensitive data will be assessed on conclusion of the project and deleted'. Where there are exceptions (for example in some instances data

may be required for historic or longitudinal research purposes), these will be detailed at that time in the DPIA; only the minimum amount of data is retained; and its whereabouts will be recorded on the organisation asset register. If data can be made non-PI it will be done as soon as possible. All personally identifiable information will be deleted 12 months following publication of the report.

Hard copies of information will be destroyed when it is no longer of relevance under the agreement. Papers will be disposed of through an OFFICIAL SENSITIVE waste system - either via the confidential waste disposal system, or via a cross-shredder; and where possible on MPS premises. Electronic information will be securely erased or overwritten using an approved software utility to a standard applicable to the protective marking.

2.1.6 – Who will the data be shared with?

All CRC/NPS data shall be disclosed to MOPAC E&I for the purposes of the evaluation only. As controllers of the data for the purposes of evaluation only, MOPAC E&I shall not further share this data with third parties (including other stakeholders). Data gathered by MOPAC E&I through the online survey portal will likewise not be shared with external agencies or providers.

2.2) The scope of the processing

2.2.1 – What types of data are you using?

The personally identifiable information that MOPAC E&I will process as part of the Safe Streets Programme will mainly relate to those who have been sentenced for knife possession offences in London.

To be eligible for the Safer Streets Programme, an offender must:

- 1) Live in a London Borough where the programme is offered (there is a staged roll-out).
- 2) Be aged 18+.
- 3) Have been sentenced for a knife possession offence or a violent offence involving the use of a knife: '00811 - possession offensive weapon', '00826 – having a bladed article', '00827 – having bladed article in school', '00828 – possession of offensive weapon at school', '00861 – threats with offensive weapon', '00862 – threats with blade at school', '00864 – threats with bladed article in public'.

The source of this information will be from CRC and NPS, who will provide details on eligible cases. PI data held by MOPAC in this case will relate to the offender (e.g. name/gender), offence type, sentence details, court details and in some cases the Offender Manager and eligibility details for the Safer Streets Programme.

Data will also be collected from CRC facilitators (staff delivering the Safer Streets Programme) in the form of training feedback forms and 'check-ins' to monitor attendees' progress. Feedback forms will be anonymous, and therefore not PI. However, data from 'check-ins' will

be stored against a CRN, and therefore classed as PI. Survey data relating to participant attitudes and experiences of the programme will also be gathered from attendees themselves. Again, these will be stored against a CRN to enable matching, and will therefore be classed as PI.

2.2.1 – Does the data include special category and/or criminal offence data?

This project involves the processing of PI, in particular from those who have been sentenced for knife possession offences. In addition to PI MOPAC E&I will also be processing special category data, potentially:

- health (including mental health)

Special category data is personal data which the GDPR says is more sensitive, and so needs more protection. In order to lawfully process special category data, you must identify both a lawful basis under Article 6 and a separate condition for processing special category data under Article 9. These are outlined in this DPIA (see Legal section 4).

MOPAC E&I will also be processing criminal offence data (see Legal 4). Criminal offence data includes data about criminal allegations, proceedings or convictions that would have been sensitive personal data under the 1998 Act. However, it is potentially broader than this with Article 10 specifically extending to personal data linked to related security measures. To process PI about criminal convictions or offences, you must have both a lawful basis under Article 6 and either legal authority or official authority for the processing under Article 10. These are outlined in this DPIA (see Legal section 4).

Criminal offence data will be obtained from CRC and NPS to help establish patterns in enrolment, completion, engagement and outcomes on the Safer Streets Programme.

2.2.2 Volume of those Affected (How much & how often)

The number of individuals whose data is likely to be processed is greatly dependent upon the timeliness and scope of the rollout of the Safer Streets Programme. It is anticipated that personal data relating to up to 800 individuals sentenced for knife possession offences and will be processed as part of this evaluation. This figure is changeable, however, and may be affected by aspects such as sentencing decisions, eligibility criteria, geographical spread and timing of roll-out. To help minimise unnecessary processing, the evaluation has been divided into several stages, with each stage only commencing once sufficient data has been gathered at previous stages.

Processing will take place several times throughout the evaluation, including at the point of sentencing (e.g. court outcomes and eligibility data), and at key intervals during completion of the 12 sessions of the Safer Streets Programme (via the ORS survey platform).

2.3) The context of the processing

MOPAC has different roles to play with regards to data depending on the specific part of the evaluation. CRC and NPS will process eligibility data under their lawful basis and provide a download of relevant information for MOPAC E&I under a lawful disclosure. MOPAC E&I will then be data controllers for this data for the purposes of the evaluation.

MOPAC are sole data controllers for bespoke data gathered during the course of this evaluation, for example through the online survey portal.

Risk and mitigation for each part of the evaluation has and will continue to be assessed and recorded in the relevant DPIAs, but MOPAC will follow overarching principles to inform individuals of their data rights to ensure all work is compliant with the GDPR.

2.3.1 – Relationship with Subjects and Transparency.

Every effort will be made to be as transparent as possible. MOPAC publicises its privacy notice and how it uses data on the public website¹. However, in the case of the Safer Streets Evaluation, MOPAC will largely be relying on its lawful basis of public task to process data, as it has a clear mandate in law. Under Section 143 of the Anti-Social Behaviour, Crime and Policing Act (2014) outlines MOPAC's duty to provide or arrange for the provision of 'services that in their opinion will secure, or contribute to securing, crime and disorder reduction in the body's area'. Data processed for the purpose of evaluating the Safer Streets Programme will help to assess the extent to which this initiative successfully helps to rehabilitate knife offenders, and therefore contributes to the provision of such services.

2.3.2 – How much control will the data subjects have?

As the data is being processed under MOPAC's lawful basis, data subjects will have limited control over their data. Individuals' rights to erasure and data portability do not apply when processing on the basis of public task. Completion of the Safer Streets Programme will be a condition of sentencing for attendees, and therefore it is a requirement that they attend the course and complete evaluation materials. Offenders are able to submit subject access requests via the authors of the data (MOPAC, CRC, NPC) to view the data held on them (see 5.3 Subject Access Requests and overarching documentation) or to object to processing. CRC and NPS are responsible for the initial processing and download of data, and are therefore responsible data subject transparency in their processes.

2.3.3 *Would they expect you to use their data in this way? How are you ensuring the unexpected doesn't happen for the subject? How are you ensuring transparency?*

When completing online surveys, attendees are informed that the data will be gathered by MOPAC only for the purposes of evaluating the Safer Streets Programme and will not be passed externally to organisations outside of this project.

¹ <https://www.london.gov.uk/about-us/governance-and-spending/privacy-policies/mopac-privacy-notice>

1.3.4 Do the data subjects include children or other vulnerable groups?

The majority of data processed under the Safer Streets Programme evaluation will relate to those sentenced for knife possession offences. Given that criminality is often associated with adverse experiences, it is possible that some of these individuals may be considered vulnerable for reasons of circumstance or health (including mental health). Thought has been given and documented in this DPIA to protect them from the outset by designing systems and processes with this in mind and ensuring data security (see the overarching CRC Safer Streets Programme documents and section 2.1.3.).

2.3.4 – Are there prior concerns over this type of processing or known security flaws?

MOPAC E&I process PI, special category and criminal offence data as part of their everyday role. Any breaches of data protection or policy follow the breach procedure and are logged internally for future learning (see MOPAC's Data breach process). In the 6 years MOPAC E&I has been operating, in its current form, there have been no notifiable data breaches required to be reported to the Information Commissioners Office (ICO).

2.3.5 – Is it novel in any way?

There are no new or novel techniques being employed for the evaluation.

2.3.6 – What is the current state of technology in this area?

There is no new or novel technology being employed for this evaluation. MOPAC E&I has routine access to all software used during the process of this project (e.g. Outlook, Excel).

2.3.7 – Are there any current issues of public concern that you should factor in?

We recognise that GDPR is new and still evolving and none of this has been tested in law, although is at the forefront of current public debate. We will continue to use the DPIA as a living document to identify and minimise risk.

2.3.8 – Are there any approved codes of conduct or certification schemes that you can sign up to? (once approved)

There are no approved codes of conduct or certification schemes relevant to this evaluation. However, ongoing consultation and discussion takes place between MOPAC E&I and interested stakeholders, including CRC.

2.4) The purposes of the processing

2.4.1 – What do you want to achieve?

The Safer Streets Programme evaluation aims to assess whether this initiative has met its aims, and therefore been a 'success'. The Safer Streets Programme aims to reduce re-offending and improve outcomes amongst those convicted of knife possession offences. This

is done through a variety of routes, including changing underlying attitudes towards knife possession and criminality, identifying behaviours and circumstances that led to knife possession, highlighting areas for improvement in life satisfaction, and setting goals and targets for change.

In Section 143 of the Anti-Social Behaviour, Crime and Policing Act 2014 MOPAC may provide or arrange for the provision of (a) services that in their opinion will secure, or contribute to securing, crime and disorder reduction in the body's area, and/or (b) services that are intended by MOPAC to help victims or witnesses of, or other persons affected by, offences or Anti-Social Behaviour (ASB). The work done by MOPAC E&I will directly assist in the provision of services to reduce crime and disorder – in this instance knife offending. There is also likely to be a wider beneficial impact on those affected by such offences (for example, by preventing future victimisation or offending behaviour).

2.4.2 – The intended effect on the individual

Feeding personally identifiable information into the evidence base will ultimately have substantial benefits for communities; individuals and bespoke groups. However risks to individuals must be considered and controlled for. As a significant amount of personal and sensitive data will be processed, analysed and used for research purposes by E&I, there is a substantial potential risk to individuals. Risks are documented, and where possible mitigated, in this document and the overarching programme documentation.

Information used by MOPAC will be minimised at the earliest opportunity, anonymised where possible, reported at the aggregate (not individual level) and not used in a way whereby an individual can be identified by any means (e.g. reporting on data with small base sizes). This includes (where relevant) survey responses, sentencing data, offence data and staff information. Reporting may take the form, but not be limited to: internal written documents or briefings; data visualisation packs or dashboards; info-graphics; journal articles or published documents; and may include case studies or quotes from research participants.

2.4.3 – Broader benefits of processing data

This document deals with the need to process PI within the Safer Streets Programme evaluation, enabling MOPAC to:

- Help improve the rehabilitative services offered to offenders in London by evaluating the effectiveness of the Safer Streets Programme delivered by CRC. This is likely to have a wide range of benefits both for offenders themselves (e.g. by improving life satisfaction, goals, and redirecting from criminality) and the wider public (e.g. by preventing future victimisation).
- Provide a sound evidence base for resource, budget and cost-saving decisions, and the commissioning of services for offender management.
- Ensure MOPAC are open and accountable for building 'a better criminal justice service in London'.

SECTION 3

3.1 – Describe when and how you will seek views, or justify why it's not appropriate to do so.

The overarching programme documentation held by CRC will outline the consultation process for the Safer Streets Programme. For the evaluation, as a rule the engagement of relevant partners will be encouraged to assess views; the extent of risk; and find appropriate mitigation. The primary partner for this evaluation is CRC: regular meetings will be held between MOPAC E&I and CRC to monitor the progress of the evaluation and discuss any emerging risks or priorities.

MOPAC will continue to engage with the Information Commissioner's Office to ensure projects are compliant with current data protection acts and all risks are documented.

3.2 – Who else do you need to involve in your organisation?

A number of MOPAC employees require input into this document:

A number of MOPAC employees require input into this document:

DPO: James Bottomley

SIRO: Paul Wiley

Information Governance Lead: [REDACTED]

Safer Streets Programme CRC Manager: [REDACTED]

3.3 – Do you need processors to assist?

The already contracted ORS will be used as a processor to obtain online survey responses (see contract Ref: SS31380). Aside from this, it is not anticipated that MOPAC's evaluation of the Safer Streets Programme will require any further data processors.

3.4 – Do you plan to consult information security experts or any other experts?

This document will be discussed with each stakeholder and their Information Governance (IG) Lead to seek their views. E&I are in close discussions with MOPAC's IG/GDPR consultant for advice on meeting the relevant data protection requirements. This document will also be shared with the CRC programme manager Tom Dodsworth.

SECTION 4

4.1 – What is your lawful basis for processing?

Data for the evaluation will be processed under a different lawful basis depending on the source. Please see below for details.

Data Source	PII	Article 6	Article 9	Criminal
CRC/NPS	Y	Public Task	N/A	Official authority
Survey data	Y	Public Task	N/A	N/A

4.1.1 – CRC/NPS

MOPAC will largely be relying on its lawful basis of public task to process eligibility and court outcomes data from CRC and NPS, as it has a clear mandate in law. Under Section 143 of the Anti-Social Behaviour, Crime and Policing Act (2014) outlines MOPAC’s duty to provide or arrange for the provision of ‘services that in their opinion will secure, or contribute to securing, crime and disorder reduction in the body’s area’. Data processed for the purpose of evaluating the Safer Streets Programme will help to assess the extent to which this initiative successfully improves outcomes for knife offenders, and therefore contributes to the provision of such services.

4.1.2 – Bespoke evaluation data – primary data collection

Wherever possible data primarily collected throughout the evaluation will not be PI and therefore not require justification for access under the GDPR. However, it is necessary that ORS survey data remains PI, as a unique CRN is required to track attendees’ progress throughout the course and to assess change over time in behavioural and attitudinal outcomes. MOPAC E&I will rely on its ‘public task’ justification under Section 143 of the Anti-Social Behaviour, Crime and Policing Act 2014. Under GDPR article 6(3) public task means: “the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law”. MOPAC’s basis under Section 143 of the Anti-Social Behaviour, Crime and Policing Act 2014 is because MOPAC may provide or arrange for the provision of (a) services that in their opinion will secure, or contribute to securing, crime and disorder reduction in the body’s area, and/or (b) services that are intended by MOPAC to help victims or witnesses of, or other persons affected by, offences or Anti-Social Behaviour (ASB). The E&I evaluation of the Safer Streets Programme will directly assist in the provision of services to reduce reoffending and improve outcomes amongst those convicted of a knife possession offence, and therefore also reduce the number of victims, witnesses and members of the public affected by these offences.

4.2 – Does the processing actually achieve your purpose?

Yes – the processing will allow for the best possible chance of demonstrating a measurable impact of the Safer Streets Programme on participants’ attitudes and wider outcomes.

4.3 – Is there any other way to achieve the same outcome?

Using non-PI would affect the ability to demonstrate any potential impact on the criminal justice system (police and CJ wider process), which is a key outcome for the project. It is the best possible chance of demonstrating ‘success’, as without PI we would be unable to match data to track participants through their contact with different agencies (including Courts, CRC and the Safer Streets Programme), and to match data from the ORS Survey Platform back to individual cases.

4.4 – How will you prevent function creep?

The evaluation plans are documented and have been reviewed. The best possible evaluation has been described and therefore outlines all the processing deemed necessary to conduct robust research. The likelihood is, that due to data quantity/quality, less processing will occur than originally described.

The evaluation will produce products at key milestones which will be reviewed internally and by partners. This will ensure plans are on track and there is no deviation from what has been outlined in this document. Each stage of this evaluation is dependent on the quantity and quality of data gathered at previous stages, and therefore the decision to progress to the next stage will be reviewed regularly by MOPAC E&I in collaboration with partners.

4.5 – How will you ensure data quality and data minimisation?

MOPAC E&I do not have direct access to NPS or CRC Case Management Systems – in both cases, pre-determined data extracts will be provided to MOPAC E&I. For the bespoke ORS Survey Data, no personally identifiable data will be gathered with the exception of a CRN (which is required to conduct data matching). Wherever possible, data will be anonymised before being shared by MOPAC E&I, and all analyses will be reported at the aggregate, not an individual level and not used in a way whereby an individual can be identified by any means (e.g. reporting on data with small base sizes).

4.6 – What information will you provide to individuals and how will you ensure they understand it?

CRC are responsible for transparency around enrolment and completion of the Safer Streets Programme. The overarching programme documentation outlines the information provided to service users at different stages of their contact with the service. This will include information in appropriate formats and for those with additional needs or vulnerabilities. Bespoke evaluation data gathered by MOPAC via the online survey will provide information around how the data is processed on the introduction page in plain English to ensure transparency.

4.7 – How will you support their rights?

Respondents will not be able to withdraw their data from processing (as this processing is taking place under 'public task') but will be able to access data held upon them (see 5.3 Subject Access Requests).

MOPAC E&I will ensure the right for individuals to not be identified personally (or through any means where this is possible e.g. small base sizes) in any publications/written documents and will adhere to all other parts of the GDPR relating to data processing; storage; retention and deletion set out in this document.

4.8 – What measures do you take to ensure processors comply?

The already contracted ORS will be used as a processor to obtain online survey responses with stipulated compliance within the contract (see contract Ref: SS31380).

4.9 – How do you safeguard any international transfers?

N/A – there will be no international transfers.

SECTION 5

Roles and responsibilities

5.1 – Who are data controllers and who are processors for the project? Do all parties share this understanding and is this confirmed in writing and defined in the contract?

The information below indicates key relationships for the evaluation of the programme.

- CRC are the commissioner of the service, and are data controllers for CRC data on eligible cases. CRC will pass data to MOPAC for the purposes of this evaluation via a lawful disclosure. MOPAC will be data controllers for this data solely for the purposes of the evaluation.
- NPS are the data controllers for data on court outcomes. NPS will pass data to MOPAC for the purposes of this evaluation via a lawful disclosure. MOPAC will be data controllers for this data solely for the purposes of the evaluation.
- MOPAC is the sole data controller for bespoke data collected as part of this evaluation, including data gathered through the online survey portal.
- Opinion Research Services (ORS) is MOPAC's contracted processor for online surveys.

Each Data Controller has full responsibility to process the shared personal data lawfully, safeguard any personal information or data to which they have access and to ensure, where appropriate, confidentiality.

5.2 – Do all parties understand their role and responsibilities as a controller or processor?

The communication processes for division of responsibilities and risk for the Safer Streets Programme are contained within this DPIA. Roles have been discussed, and there is agreement across organisations as to how to proceed.

5.3 – How will Subject Access Requests be handled?

Subject access requests will be handled through the standard MOPAC process. It is recognised that any of the organisations involved with the Safer Streets Programme may receive a request for information made under the Act that relates to the operation of this agreement. Where applicable, they will observe the Code of Practice made under S.45 of the Freedom of Information Act 2000. This Code of Practice contains provisions relating to consultation with others who are likely to be affected by the disclosure (or non-disclosure) of the information requested. The Code also relates to the process by which one authority may also transfer all or part of a request to another authority if it relates to information they do not hold – for the Safer Streets Programme evaluation this means that requests may be passed back to CRC, who are commissioning the programme.

5.4 – How will data breaches be minimised and dealt with if one occurs?

MOPAC has a data breach procedure, which stipulates that any ICO defined notifiable data breach will be reported to the ICO within 72 hours of the breach occurring or being detected. For HMPPS data, MOPAC will also report ICO defined breaches to the lead provider representative within 24 hours.

On being notified of a possible incident, the stakeholder organisation must establish how significant it is. Some of the factors to consider include:

- The nature of the information (is it personal information or sensitive corporate information?);
- The number of individual records involved (if personal information);
- The possible impact of the incident, including the apparent risk to the individuals, their families, staff, members of the public and MOPAC's operations or reputation;
- The necessary actions to be taken to mitigate the risk, both immediately and for the future.

If the incident is considered serious or impacting, the lead manager must immediately inform the appropriate Senior Official through the management line. An investigation should take place into the circumstances of the loss to ensure that lessons are learned and shared where necessary.

In the event of misuse of data being identified, line managers will liaise with the CRC Safer Streets Programme Lead. Any unauthorised release of information or breach of conditions contained within this agreement will be dealt with as through the internal discipline procedures of MOPAC. If misuse is found there should be a mechanism to facilitate an investigation into initiating criminal proceedings where that is considered appropriate and necessary.

All partners are responsible for ensuring the security controls are implemented and staff are aware of their responsibilities under GDPR and the Data Protection Act 2018. All partners to this agreement will provide a list of contacts to deal with queries and requests for information under this agreement. The organisations will also nominate persons to act as the secondary contact to ensure continuity in the absence of the original points of contact.

SECTION 6

Identifying and assessing risks – identify risks to the individuals and the organisation describing the source of the risk including associated compliance and corporate risks and their mitigations

SECTION 6: Identifying and assessing risks

The below risks are detailed in relation to the evaluation of the Safer Streets Programme – the overarching programme documentation, will highlight programme wide risks.

Principles	Identified Risk	Level of Risk	Mitigation
Data minimisation	MOPAC collects a greater level of detail than that which is strictly necessary	High	MOPAC and CRC are unable to predict the total number of eligible cases who will successfully complete the Safer Streets Programme. To help prevent the collection or processing of unnecessary data, the evaluation has been divided into distinct stages, and the decision to continue to the next stage will only be undertaken once sufficient data have been collected. However, if the decision is taken not to progress to the next stage, it is possible that data will have already been gathered which will no longer contribute to the evaluation. If this is the case, this data will be stored and deleted in line with MOPAC's retention policies, whereby all files containing PI or sensitive data will be assessed on conclusion of the project and deleted'.
Storage limitation	Partner agencies do not follow MOPAC data retention policies and do not delete data at the end of the project	Low	All parties carrying out the functions set out in this DPIA must adhere to their organisation's record management policies and procedures specifically in relation to retention and destruction of data. Such policies and procedures must be DPA compliant.

			<p>Once the evaluation process has concluded MOPAC will review the need of retention of data for historical research purposes.</p> <p>[REDACTED]</p>
Purpose limitation	Use of data for evaluation is unlawful	Medium	<p>MOPAC's Evidence and Insight Team have been commissioned to undertake the evaluation. MOPAC's Evidence and Insight Team have Metropolitan Police Service accounts and therefore all data is transferred via secure email and is stored on a secure server. All Evidence and Insight employees are Counter Terrorism Clearance security checked. The evaluation of the programme is an extension of the lawful basis as it is required to understand whether the programme works. MOPAC's Evidence and Insight Team will abide by MOPAC's Information Governance Policy. Further lawful basis are provided for different types of data access (e.g. consent – see Legal section 4).</p>
Purpose limitation	Function Creep	Medium	<p>The overarching programme documentation will detail how other stakeholders who wish to carry out research will comply with GDPR and prevent overlap with the already commissioned evaluation.</p>
Storage Limitation	Loss or compromise of data	Medium	<p>All stakeholders must follow their local policies on reporting a compromise or loss of data (see section 5.4). All contracted providers should report the incident through the contractual line (designated contract manager). An investigation should take place into the</p>

			<p>circumstances of the loss to ensure that lessons are learned and shared where necessary.</p>
Accuracy	Inaccurate data recording	Low	<p>CRC/NPS are the authors of eligible cases and court outcomes data, and are therefore responsible for the accuracy of this data.</p> <p>For data obtained by MOPAC E&I (i.e. survey responses), a QC-ing process will take place to ensure the accuracy of the records.</p>
Integrity and confidentiality	Multiple stakeholders having access to data	Low	<p>Data will only be shared when necessary, justified and proportionate to do so. Stakeholders will only routinely have access to the information they require (see overarching programme documentation).</p> <p>If information is required for reasons other than those specified above, the requestor will need to submit an External Agency Request. These will be scrutinised by MOPAC and information will only be released in accordance with GDPR.</p> <p>All stakeholders must hold the data securely in accordance with relevant policies or detailed technical specifications within relevant contracts, which must align to GDPR. All stakeholders must ensure the integrity and confidentiality of the information they hold. All staff that have access to the information must be suitably trained and security cleared.</p> <p>Stakeholders must make themselves aware of, and adhere to, their organisation's information security policies and procedures in regard to handling data in a manner appropriate for the assigned Government Protective Marking, which will usually be Official or Official Sensitive.</p>

Purpose limitation	Delays or limitations due to ongoing discussions between MOPAC/MPS data sharing	High	MOPAC and the MPS are currently holding discussions around data sharing processes. Until these have been finalised, it is unclear as to the processes under which data will be shared between these organisations. This may severely limit the ability for MOPAC E&I to access data held by the MPS (including CRIS and PNC data) and therefore to conduct impact analysis for the purposes of evaluating the Safer Streets Programme. MOPAC E&I are actively involved in these talks, and this document will be updated regularly to reflect progress.
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SECTION 7

Sign off

Item	Name and date	Notes
Measures approved by:		
Residual risks approved by:		
DPO advice provided:		
Summary of DPO advice:		
DPO advice accepted or overruled by:		
Comments:		
Consultation responses reviewed by:		
Comments:		
This DPIA will be kept under review by:	Project Manager	

For and on behalf of **MOPAC**

Signed: James Bottomley (on behalf of)

Position: Head of Governance and Risk

Date: 15.11.19

SECTION 8

Review schedule

Review date	Reviewed by	Next review date