

Code of Practice for Information and Records Management and associated Authorised Professional Practice (APP) on archiving in the public interest

Why is a new information and records management code being published?

The Code of Practice for Policing information and records management sets national standards for police record keeping to ensure consistency across forces. The Code sets out principles and responsibilities for both organisational and administrative records (also referred to as corporate) and police records which contain information processed for a policing or law enforcement purpose. The Code will replace the Management of Police Information (MoPI) Code (2005) and covers records that contain police information as well as police corporate governance records. The new code also provides updates to guidance in light of new legislation and recent changes affecting information management.

Will the Code of Practice for Policing information and records management replace the Management of Police Information (MoPI) Code?

Yes, the MoPI Code of Practice will be replaced by the Code of Practice for Policing information and records management. The MoPI Code of Practice will be decommissioned in 2021, when the new Code of Practice is published.

What does the Code provide?

The Code provides high level standards for information and record management in the form of seven principles and other supporting standards such as personnel and organisational capabilities. The Code provides a framework of standards against which forces can assess the effectiveness of their information and records management arrangements. References to records and information in this code relates to whichever format they are created, paper or digital, and under whichever system they are maintained, unless stated otherwise.

Who does the Code of Practice apply to?

This code applies directly to police forces in England and Wales as defined in section 1 of the Police Act 1996, and replaces the Management of Police Information (MoPI) Code of

Practice (2005). It is available for adoption by other agencies including other police forces and Police and Crime Commissioners (PCCs) not covered by section 1 of the 1996 Act and law enforcement agencies within the United Kingdom that exchange information with the police service in England and Wales.

How does the Code fit with other information management legislation?

The Code is aligned with the Code of Ethics for Policing and other codes and guidance. It should be considered in line with all relevant legislation and other codes, such as the Data Protection Act 2018, Human Rights Act 1998, Police Act 1996, the General Data Protection Regulation (GDPR) and the Law Enforcement Directive.

Will the Code be enforceable in a Court of Law?

The Code of Practice is statutory guidance and would be admissible in a court of law and in disciplinary proceedings. The Code sets out the responsibilities required of both the organisation and the individual who processes personal data. This is supported by the Data Protection Act 2018, Human Rights Act, Police Codes of Ethics and other National Guidance.

Why is new 'archiving in the public interest' Authorised Professional Practice being published?

The College of Policing has been working with the Home Office and the NPCC Records Management Portfolio to draft an Information and Records Management Code of Practice. The Code is supported by a body of guidance in the form of already published Information Management APP but it has been identified that there is a need to supplement that with guidance on the archiving of records which needs to be retained, beyond their usual retention period, in the public interest or for historical purposes.

What is included within the new Authorised Professional Practice?

APP on archiving in the public interest will provide guidance to forces on the identification of records that should be retained beyond their usual policing or organisational purpose and give guidance on processing such records, preservation criteria, safeguards to be applied and public access.