

From: [REDACTED] [mailto:[REDACTED]]
Sent: 26 May 2015 10:07
To: [REDACTED]; [REDACTED]
Subject: Consultation - Directive of the European Parliament - min standards victim [PROTECT - POLICY]

PROTECT- POLICY

Good morning,

As requested - Please find attached our initial thoughts on our operational gaps in terms of this Directive.

Please let me know if you require anything further or if there is any intention to circulate this document onwards.

Many thanks,

[REDACTED]

T/Inspector [REDACTED]
SCD – Safer Communities, Scottish Crime Campus
Craignethan Drive, Gartcosh, G69 8AE
[REDACTED]
www.scotland.police.uk
Twitter: @policescotland
Facebook: www.facebook.com/policescotland

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PROTECT - POLICY

	Directive of the European Parliament and of the Council establishing minimum standards on the rights, support and protection of victims of crime.		
Art.	Article Current position/ Compliance	Current position/ Compliance/ comments	Operational gaps
	(c) how and under what conditions they can obtain protection, including protection measures;	<p>The safety of the victim is paramount and vulnerability is assessed at the time of report.</p> <p>Victims considered to be vulnerable will be recorded on the interim vulnerable database. The concern forms for victims are as follows:</p> <p>Adult concern Domestic abuse Child concern Hate concern (disability, race, religion, sexual orientation and transgender).</p> <p>Factors contributing to the vulnerability are wide ranging and may be:</p> <p>Weapons used Violence used Intimidation Drugs involved Alcohol involved Other substance abuse Mental health Community triage service</p>	

PROTECT - POLICY

	Directive of the European Parliament and of the Council establishing minimum standards on the rights, support and protection of victims of crime.		
Art.	Article Current position/ Compliance	Current position/ Compliance/ comments	Operational gaps
		<p>Pregnancy Sexual Honour based violence Forced Marriage Female Genital Mutilation Stalking and harassment Adults in charge of child Child victim Child at locus Child witnessed Young runaway Child sexual exploitation Bullying Human trafficking Missing Person</p> <p>Standards of Service – Victims and Witnesses (S) Act 2014 also state:</p> <p>We will consider your particular needs to decide whether you are a vulnerable witness. We will then, with our partners, try to ensure your needs are met.</p> <p>Victim Safety Plans are considered on a case by case basis by SIO's and any further 'protection' measures are also</p>	

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Art.	Article Current position/ Compliance	Current position/ Compliance/ comments	Operational gaps
		<p>considered on a case by case basis. These may be dynamic and may require on-going contact with victims.</p> <p>The Domestic Abuse Toolkit further outlines the protection that victims are afforded, including bail conditions, victim action plans and advice on civil remedies such as Non Harassment Orders, amongst other protective measures.</p> <p>As part of the RMP process, MAPPA will consider Victim Safety Plans for victims of original offences as well as potentially new victims. Some of the protection measures considered include Disclosure, Sexual Offences Protection Orders, Risk Of Sexual Harm Orders and Foreign Travel Orders.</p>	
	2. Member States shall facilitate the referral of victims, by the competent authority that received the complaint and by other relevant entities, to victim support services.	Victims of crime will automatically be referred to Victim Support Scotland unless the victim opts out of that procedure.	

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Art.	Article Current position/ Compliance	Current position/ Compliance/ comments	Operational gaps
		<p>Further referral processes exist for Rape Crisis Scotland, local Domestic Abuse organisations as well as many other crime specific victim support agencies.</p> <p>The Domestic Abuse Toolkit outlines that on every occasion where Police attend a Domestic Incident a Vulnerable Persons report will be submitted onto the Interim Vulnerable Persons Database (iVPD). This will contain information about the Domestic Incident and will be submitted to appropriate agencies via concern hubs. The Joint Protocol also outlines that any reference to support agencies or special measures required by the victim should be highlighted to the PF and should be contained within the Standard Prosecution Report (SPR2).</p>	
22. Recital 55	Individual assessment of victims to identify specific protection needs 1. Member States shall ensure that victims receive a timely and individual assessment, in accordance with	On 30 April 2015 Police Scotland will publish standards of service for victims and witnesses. This will include a standard that states:	

PROTECT - POLICY

Directive of the European Parliament and of the Council establishing minimum standards on the rights, support and protection of victims of crime.			
Art.	Article Current position/ Compliance	Current position/ Compliance/ comments	Operational gaps
- 61	national procedures, to identify specific protection needs* and to determine whether and to what extent they would benefit from special measures in the course of criminal proceedings, as provided for under Articles 23 and 24, due to their particular vulnerability to secondary and repeat victimisation, to intimidation and to retaliation.	<p>'We will consider your particular needs to decide whether you are a vulnerable witness. We will then, with our partners, try to ensure your needs are met'.</p> <p>Victims considered to be vulnerable will be recorded on the interim vulnerable person's database. The concern forms for victims are as follows:</p> <p>Adult concern Domestic abuse Child concern Hate concern (disability, race, religion, sexual orientation and transgender).</p> <p>Factors contributing to the vulnerability are wide ranging and may be:</p> <p>Weapons used Violence used Intimidation Drugs involved Alcohol involved Other substance abuse Mental health</p>	

PROTECT - POLICY

	Directive of the European Parliament and of the Council establishing minimum standards on the rights, support and protection of victims of crime.		
Art.	Article Current position/ Compliance	Current position/ Compliance/ comments	Operational gaps
		<p>Community triage service Pregnancy Sexual Honour based violence Forced Marriage Female Genital Mutilation Stalking and harassment Adults in charge of child Child victim Child at locus Child witnessed Young runaway Child sexual exploitation Bullying Human trafficking Missing Person.</p> <p>In terms of rape cases a victim strategy will be completed and transmitted to COPFS in every case of rape that is reported.</p> <p>As per the Domestic Abuse Toolkit, an iVPD report will be submitted upon attendance at every Domestic Abuse Incident. Any vulnerable characteristics or protective measures required should be highlighted in this form and also within the report</p>	

PROTECT - POLICY

	Directive of the European Parliament and of the Council establishing minimum standards on the rights, support and protection of victims of crime.		
Art.	Article Current position/ Compliance	Current position/ Compliance/ comments	Operational gaps
		submitted to the PF. Both of these documents are to be submitted prior to an officer finishing duty and therefore are submitted timeously and ensure the requisite information is received.	

N.B. The above is an extract from the attachment to Police Scotland Safer Communities Division, date 26 May 2015 – “Consultation - Directive of the European Parliament - min standards victim [PROTECT - POLICY]”. Only those parts of the document relevant to Fol/17/02597 are included.

From: [REDACTED] [mailto:[REDACTED]@scotland.pnn.police.uk]
Sent: 30 September 2015 10:06
To: [REDACTED]
Cc: [REDACTED]
Subject: Youth offending [NOT PROTECTIVELY MARKED]

NOT PROTECTIVELY MARKED

[REDACTED]

Following our discussions please see the outstanding ICT service request numbers for extraction of the Youth Crime data. When we extracted this data from iVPD it showed a drop of around 40%. We know this to be inaccurate and need the data to be extracted from crime systems across the country to assess the actual picture. This will then provide more information for a quality assurance and comparison of data in iVPD to inform back record conversion (BRC) and hopefully enhanced governance processes moving forward. [REDACTED] has been chairing iVPD meetings around quality assurance in an effort to progress some BRC across areas such as domestic abuse and hate crime.

I have been linking in with [REDACTED]@scotland.gsi.gov.uk who is a statistician reporting into [REDACTED] in respect of this issue. She is keen to be kept informed of progress, but I'm afraid I have had very little progress to report recently as we can't take this forward until the data is extracted in and in a format that we can use.

SR - 96832

Require offender (accused) details for all crimes detected between 1 April 2013 to 30 March 2014 across all divisions. The data fields required include: Division, crime recording system source key, CR number(s), crime classification (SGJD code), data raised, date from, date to, date detected, details of accused (forename, surname, gender, ethnicity, date of birth).

SR - 97785

Require offender (accused) details for all crimes detected between 1 April 2014 to 31 March 2015 across all divisions. The data fields required include: Division, crime recording system source key, CR number(s), crime classification (SGJD code), data raised, date from, date to, date detected, details of accused (forename, surname, gender, ethnicity, date of birth).

I hope this is helpful and please let me know if you need anything further from me.

Kind regards

[REDACTED]

[REDACTED]
Principal Analyst, Performance & Strategic Analysis
Police Scotland, Clyde Gateway
2 French Street
Dalmarnock
Glasgow
G40 4EH
Desk telephone: [REDACTED]

mobile telephone: [REDACTED]
e-mail: [REDACTED]

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From: Parliament and Government Liaison
[mailto:ParliamentandGovernmentLiaison@scotland.pnn.police.uk]
Sent: 26 September 2016 17:48
To: [REDACTED]
Cc: DCC Crime Ops Office
Subject: 002/0916 - PQ S5W-03004 and S5W-03045 [RESTRICTED]

RESTRICTED MANAGEMENT

[REDACTED],

Please find attached in response to PQs PQ S5W-03004 and S5W-03045 which has been authorised by [REDACTED].

Many thanks,

[REDACTED]

T/Sergeant [REDACTED]
Executive Support
Chief Constables Office
Police Scotland Headquarters
Tulliallan Castle, Kincardine
[REDACTED]

Email: [REDACTED]@scotland.pnn.police.uk
Twitter: @policescotland
Facebook: www.facebook.com/policescotland

From: [REDACTED]@scotland.gsi.gov.uk [mailto:[REDACTED]@scotland.gsi.gov.uk]
Sent: 22 September 2016 15:11
To: Parliament and Government Liaison
Cc: [REDACTED]@scotland.gsi.gov.uk; [REDACTED]@scotland.gsi.gov.uk
Subject: ADVICE PLEASE - PQ S5W-03004 and S5W-03045 - interim Vulnerable Persons Database

[REDACTED],

Please see following two, somewhat similar, PQs received from Liam McArthur MSP:

S5W-03004 - To ask the Scottish Government how many entries to the interim vulnerable persons database there have been by each local authority in each year since 2010-11.

S5W-03045 - To ask the Scottish Government how many entries Police Scotland and its predecessor constabularies have made to the Interim Vulnerable Persons Database (iVPD) in each year since 2010-11, broken down by the local authority that the information was in relation to.

Our draft responses to these PQs are due up to the Cabinet Secretary for Justice's private office by 27 September and 28 September respectively.

I have a couple of asks here:

1) In both PQs, Mr McArthur has asked for information that is not held by the Scottish Government, but which may be held by Police Scotland. Our answers will indicate that the information is not held by the Scottish Government. Scottish Government guidance on the preparation of answers to Parliamentary Questions makes clear that the Government should not be expected to undertake research on behalf of members or to seek information specifically from third parties simply in order to answer PQs. However, in instances like this where MSPs request very specific information that might be held by Police Scotland we sometimes respond by saying that the Cabinet Secretary has asked the Chief Constable to write to the Member. Would Police Scotland be content with that approach in this instance?

2) Whilst I do not need you to provide me with the detailed answer to the question, a little background information on IVPD would be useful for the background note i.e. what is it, who owns it, what is its purpose. The wording of the first of the PQs appears to imply that local authorities themselves can enter information directly to the database. Is that the case, or is this a system used exclusively by the police?

Grateful if you could provide advice by **close of play 26 September**.

Thanks

[REDACTED]

[REDACTED]

Strategy and Ministerial Support Officer
Police Division
Scottish Government
1WR St Andrew's House
Regent Road
Edinburgh
EH1 3DG

Tel: [REDACTED]

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***FOR INFORMATION ***			
Disclosable under FOISA 2002	YES		
Author/Contact		Department / Unit	Service and Protection
Date Created	26/09/ 2016	Telephone	

Parliamentary Questions

1. Purpose

- 1.1 The purpose of this briefing paper is to provide a comprehensive response to two **Parliamentary Questions** received by the Scottish Government (SG) from Liam McArthur, MSP.

2. Background

- 2.1 Mr McArthur has requested from the SG information that is not held, but which may be held by Police Scotland (PS). The questions request the following information:

- **S5W-03004** - To ask the SG how many entries to the Interim Vulnerable Persons Database (iVPD) there have been by each local authority in each year since 2010-11.
- **S5W-03045** - To ask the SG how many entries PS and its predecessor constabularies have made to iVPD in each year since 2010-11, broken down by the local authority that the information was in relation to.

3. Interim Vulnerable Persons Database – Background Information

- 3.1 Following the establishment of PS on 1 April 2013, policing continued to focus on improving the safety and wellbeing of people, places and communities across Scotland. One of the main drivers for police reform was to better focus on prevention rather than crisis responses in protecting the public.

Prior to police reform the regional forces had a variety of different local policies, practices and stand-alone computer systems to record and manage vulnerable people in the community. On moving towards the single service there was a need to replace outdated 'IT' applications and identify a single 'IT' solution that better supported the recording of concern reports whilst continuing to bring about more consistent police practice.

iVPD was subject of a phased rollout across the police divisions between 2013 and March 2014 and was designed to assist PS in improving how we recognise and record a range of concerns regarding individuals to ensure that opportunities for early intervention and prevention were maximised.

4. Purpose of iVPD

4.1 iVPD is an incident based Database that allows officers from PS to record concerns that may be a risk to a person's current or future wellbeing. Concerns are recorded under the following categories:

- Child Concerns (including Child Protection)
- Domestic Abuse
- Adult Concerns (including Adult Protection)
- Hate Concerns
- Youth Offending

4.2 The identification of concerns at an early stage better enables PS and partners to promote, support and safeguard the wellbeing of individuals and communities and to help keep people safe. It provides an opportunity to provide support at an earlier stage where appropriate to do so and take preventative action to stop low level concerns developing into crisis situations. The overall governance of iVPD and system owner is the Assistant Chief Constable – Service and Protection.

4.3 Local Authority staff do not have access to the iVPD and cannot raise concerns. Only staff who have undergone the relevant training will be given access to the database and have an account created. PS are exclusive users of the system.

5. Request for Information - S5W-03004 - S5W-03045

5.1 iVPD's sole purpose is to protect those within communities across Scotland who are deemed vulnerable. Prior to the formation of PS and the implementation of the iVPD, this information was recorded on a variety of legacy Force systems with no parity across the 8 Forces.

5.2 The information requested requires data to be obtained from legacy forces and as such to obtain accurate data a Freedom of Information (FOI) request is more appropriate.

5.3 This will ensure information disclosed does not compromise the data of vulnerable people within the database and ensure both SG and PS are complying with Data Protection Act 1988.

5.4 This request within the timeframe specified is not feasible due to the workload involved in gathering data from legacy forces. Should an FOI be submitted this will be considered by PS.

6. Conclusion

6.1 PS recognises that the SG, in such instances where MSPs request very specific information that might be held by PS, may respond by saying that the Cabinet Secretary has asked the Chief Constable to write to the Member. However, in instances where an FOI is deemed more appropriate the request may be responded to in this manner dependent on the nature of the enquiry.

From: [REDACTED] [mailto:[REDACTED]@scotland.pnn.police.uk]
Sent: 22 December 2016 12:25
To: [REDACTED]
Subject: FW: RESTRICTED - EEI sectsaion in Criminal Proceedings 2015-16 [RESTRICTED] [NOT PROTECTIVELY MARKED]

NOT PROTECTIVELY MARKED

Hi [REDACTED],

I'm not sure if [REDACTED] has already emailed or not, but we have both reviewed your document, I have attached a version that [REDACTED] has changed (tracked changes) with some suggestions - I would agree with these and also his email directly below. We had a chat today about all the pitfalls and qualifications of the data, but think this is the best it can be for the time being. Hopefully this is of some more assistance to you! As per your last email, the comparison of the figures may have used different methods and estimations, but nothing caused alarm with the method used (just not sure if it was the correct method), it could indeed be described as a sense check.

Have a nice Christmas and New year if you're off, no doubt speak to you again soon anyway.

Thanks,

[REDACTED]

[REDACTED], **Sergeant**
Analysis and Performance, Corporate Services Division

Police Scotland, Clyde Gateway
2 French Street
Dalmarnock
Glasgow
G40 4EH

Tel: [REDACTED]

Website: <http://www.scotland.police.uk>
Twitter: @policescotland
Facebook: www.facebook.com/policescotland
Email: [REDACTED]@scotland.pnn.police.uk
Email: [REDACTED]@scotland.pnn.police.uk (external use)

From: [REDACTED]
Sent: 22 December 2016 11:20
To: [REDACTED]
Subject: FW: RESTRICTED - EEI sectsaion in Criminal Proceedings 2015-16 [RESTRICTED]

RESTRICTED

Hi [REDACTED]

It was good to get the chance to talk all this through with you this morning.

As we discussed, I am not clear what additional CHS codes it is that [REDACTED] is referring to in the attached draft. If this is to include codes associated with police direct measures that is not necessarily wrong. The same issue arises though in relation to making a generalised statement about what is or isn't "EEI". That includes the reference to Restorative Justice, some areas may well include their RJ referrals as an intervention through their EEI process. I appreciate that [REDACTED] has taken care to qualify the data, however, in the context of using additional codes I do think they need to be clear about what those codes represent. If they are associated with police direct measures (child warnings), I think they just need to highlight that local areas may, or may not, consider those cases to form part of their EEI processes. My tracked changes are also required as some of the narrative in the current draft is not accurate.

As we discussed, I appreciate why you are not using the VPD data for reference or comparative purposes. Finally, I have updated Supt [REDACTED] that the final sign off for this section must come from [REDACTED]. He is aware of the amendments we have proposed and the previous discussions in relation to this report.

I'll be in touch next week about our submission to the Executive Group to progress our request for publishable youth justice data. Thanks again for your support, it is greatly appreciated.

Have a good Christmas and I'll be in touch next week.

Thanks,

[REDACTED]

t/Insp [REDACTED]

Children and Young People Business Area
National Safer Communities
Specialist Crime Division

POLICE SCOTLAND
Scottish Crime Campus
Craignethan Road
Gartcosh
G69 8AE

Tel. No. [REDACTED]

Email: [REDACTED]@scotland.pnn.police.uk
Twitter: @policescotland
Facebook: www.facebook.com/policescotland

From: [REDACTED]
Sent: 12 December 2016 14:00
To: [REDACTED]@scotland.pnn.police.uk'; [REDACTED]@scotland.pnn.police.uk'
Subject: FW: RESTRICTED - EEI section in Criminal Proceedings 2015-16 [RESTRICTED]

[REDACTED],

██████████ has said you may be able to help me on some statistics relating to EEIs. I met with him at the beginning of November to discuss these as we have some reservations around the figures.

I don't know how much Jim has told you but I have been looking to get input from Police Scotland on our draft to ensure that users understand the limitations of these statistics. Would you be able to look from an APU point of view? The EEI section I have is just over 2 pages long. As the figures are restricted I'll send it thorough if you are in agreement and able to review. Timelines are tight on this one, unfortunately, and I am looking for input by **COP 16th December**.

If any of this is unclear I would be grateful if you could call me on 0131 244 4905.

Thanks,

██████████

██████████

x44905

From: ██████████ [mailto:██████████@scotland.pnn.police.uk]

Sent: 09 December 2016 07:55

To: ██████████

Cc: ██████████; ██████████; ██████████

Subject: RE: RESTRICTED - EEI section in Criminal Proceedings 2015-16 [RESTRICTED]

RESTRICTED

██████████,

I do entirely take your point, as you will appreciate, we handle a great deal of very sensitive, restricted information. It would have been helpful if I could have shared the draft with Supt ██████████. My rationale for this being, once ██████████'s team have drafted a response, ██████████ will likely be the person who will have to approve it anyway. He will need to see the context in which it was written to be able to endorse it (with advice from my team). However, in the meantime, ██████████'s contact details are as follows:

██████████@scotland.pnn.police.uk

At the moment I will merely let him know that you will be getting in touch. I am visiting his office today on an unrelated matter and will try to get the chance to speak to him directly to highlight the correspondence and the timescales you have set.

Thanks,

██████████

t/Insp ██████████

Children and Young People Business Area
National Safer Communities
Specialist Crime Division

POLICE SCOTLAND
Scottish Crime Campus
Craignethan Road
Gartcosh
G69 8AE

Tel. No. [REDACTED]

Email: [REDACTED]@scotland.pnn.police.uk
Twitter: @policescotland
Facebook: www.facebook.com/policescotland

RESTRICTED

From: [REDACTED]@scotland.gsi.gov.uk [mailto:[REDACTED]@scotland.gsi.gov.uk]
Sent: 08 December 2016 17:04
To: [REDACTED]
Cc: [REDACTED]@scotland.gsi.gov.uk; [REDACTED]@scotland.gsi.gov.uk;
[REDACTED]@scotland.gsi.gov.uk
Subject: RE: RESTRICTED - EEI section in Criminal Proceedings 2015-16 [RESTRICTED]

Hello [REDACTED]

Thanks for getting back to me on this.

Under National Statistics protocols we have to be very careful about the number of people who have sight of our statistics at this stage. At the QA stage we can only give authorisation to people who are able to help us with the quality of the statistics and the interpretation for our users. On that basis, as far as I can work out, I can only give authorisation for Sgt [REDACTED].

If you want to describe to the others our approach, that is fine, but the issue is that the more people that get access, the higher the risk that the figures will get inadvertently forwarded on. I hope you understand.

Would you be able to provide me with Sgt [REDACTED] contact details so I can liaise with him?

Thank you,

[REDACTED]
x [REDACTED]

From: [REDACTED] [mailto:[REDACTED]@scotland.pnn.police.uk]
Sent: 08 December 2016 13:18
To: [REDACTED]
Cc: [REDACTED]; [REDACTED]; [REDACTED]
Subject: RE: RESTRICTED - EEI section in Criminal Proceedings 2015-16 [RESTRICTED]

RESTRICTED

Hi [REDACTED]

As per our previous meeting and my subsequent conversation with [REDACTED], I have been trying to get an update from colleagues in our APU. Unfortunately I have not had a response as yet, however, it would be very useful to share this material with them in order that they can now comment on the material drafted, rather than providing you with a narrative (which is what I had asked them to do). Can you let me know if I can share this material with my contact in the APU, Sgt [REDACTED]. It would also be both useful and appropriate to let senior management here in Safer Communities have sight of this material, that would be Chief Supt [REDACTED], Supt [REDACTED] and Chief Inspector [REDACTED]. Again, can you let me know if this is authorised?

I will highlight the same message below to those recipients that this material must not be shared more widely without prior permission from you.

Thanks,

[REDACTED]

t/Insp [REDACTED]

Children and Young People Business Area
National Safer Communities
Specialist Crime Division

POLICE SCOTLAND
Scottish Crime Campus
Craignethan Road
Gartcosh
G69 8AE

Tel. No. [REDACTED]

Email: [REDACTED]@scotland.pnn.police.uk
Twitter: @policescotland
Facebook: www.facebook.com/policescotland

RESTRICTED

From: [REDACTED]@scotland.gsi.gov.uk [mailto:[REDACTED]@scotland.gsi.gov.uk]
Sent: 08 December 2016 12:20
To: [REDACTED]
Cc: [REDACTED]@scotland.gsi.gov.uk; [REDACTED]@scotland.gsi.gov.uk;
[REDACTED]@scotland.gsi.gov.uk
Subject: RESTRICTED - EEI section in Criminal Proceedings 2015-16

BULLETIN: Criminal Proceedings in Scotland 2015-16
RESTRICTED PRE-RELEASE - QUALITY ASSURANCE CIRCULATION

I am sending this restricted material to you only for quality assurance purposes at this stage. Please treat the material and any indication of the

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This email is for the named individuals only. You must not forward the material or indicate the results to anyone else, as this would be considered a breach of the Code of Practice for Official Statistics.

If you think someone else should receive the statistics please let me know and I will consider whether they should be given access at this stage. I would be grateful if you could inform me as soon as possible should any accidental release occur or should you be aware of any wrongful release as such matters must be reported.

Please do not save the restricted material in shared file storage

■,

I haven't heard back from you or colleagues regarding the EEI statistics which has made things a bit tricky for me. I understand from others at Police Scotland that the Analysis and Performance Unit has been a little understaffed recently so aware there may be resource issues.

However we still need to make a decision on the EEI section and I attach the part we intend to publish. I have re-drafted this to provide users with more health warnings around the stats. Whilst we understand the CHS is not the best source to capture this intervention we do believe it provides some information on trends. We have included the additional CHS codes therefore the numbers are now higher and hopefully closer to the full activity. There is a comparison in Annex B of the magnitude of change.

I would be grateful if you could have a read of this and get back to me with any comments by **COP 16th December**.

Best wishes,

■

From: ■ ■@scotland.pnn.police.uk]

Sent: 17 November 2016 16:26

To: ■; ■)

Cc: ■;

Subject: RE: Early and Effective Intervention statistics in the Criminal Proceedings bulletin

Hi ■,

You had asked for either a response from us regarding the CHS data or some context to add to your report. I raised this with my colleagues in the Analysis and Performance Unit and they are looking at that for me. I followed this up earlier this week and emphasised the timescales you are working to. They have confirmed they will get back to me asap.

Thanks,

■

t/Insp ■

Children and Young People Business Area
National Safer Communities
Specialist Crime Division

POLICE SCOTLAND
Scottish Crime Campus
Craignethan Road
Gartcosh
G69 8AE

Tel. No. ■

Email: ■@scotland.pnn.police.uk
Twitter: @policescotland
Facebook: www.facebook.com/policescotland

From: ■@scotland.gsi.gov.uk [mailto:■@scotland.gsi.gov.uk]
Sent: 15 November 2016 12:21
To: ■; ■@scotland.gsi.gov.uk
Cc: ■@scotland.gsi.gov.uk; ■
Subject: RE: Early and Effective Intervention statistics in the Criminal Proceedings bulletin

Hi ■

Just getting in touch on this to see where things are with this. Whilst we are not publishing till January we need to start making decisions on our presentation. You mentioned that you had passed on the e-mail chain to ■. What was it that he was going to advise on?

Best wishes,

■

■

x ■

From: ■ [mailto:■@scotland.pnn.police.uk]
Sent: 02 November 2016 14:46
To: ■; ■
Cc: ■; ■
Subject: RE: Early and Effective Intervention statistics in the Criminal Proceedings bulletin

Hi ■, ■,

Thanks for your time yesterday, it was appreciated by both ■ and I.

The only thing I would clarify in relation to the summary from ■ in the below email is in relation to "we understand that there is a more comprehensive, higher quality data coming with respect to EEis though the IVPD." The VPD system will not provide more

comprehensive EEI data, as per my explanation yesterday, EEI is the overall term to cover the various forms of intervention that are used by local partners across the country to respond to the needs of children who offend.

What we hope to do, in the fullness of time, is provide data on offences committed by children and the number of children committing offences. In addition, the discussions I have had with the Youth Justice Data Improvement Group (part of the SG led governance structures supporting the development of youth justice policy and practice) have centred around police direct measures and those cases which are subject to report to Crown and/or the Scottish Children's Reporter Administration, by Standard Prosecution Report. Those discussions are still ongoing and nothing has been agreed/finalised as yet in relation to what the future data sets will be.

██████, ██████ and I met with Inspector ██████ from our Analysis and Performance Unit this morning to explain the discussions we had yesterday. I will pass on your contact details along with this email thread to get in touch with you directly. I will keep you updated on progress as we move forward and will highlight the request for more formal feedback/comment on the statistics previously provided.

Thanks,

██████

t/Insp ██████

Children and Young People Business Area
National Safer Communities
Specialist Crime Division

POLICE SCOTLAND
Scottish Crime Campus
Craignethan Road
Gartcosh
G69 8AE

Tel. No. ██████

Email: ██████@scotland.pnn.police.uk
Twitter: @policescotland
Facebook: www.facebook.com/policescotland

From: ██████@scotland.gsi.gov.uk [mailto:██████@scotland.gsi.gov.uk]
Sent: 02 November 2016 12:33
To: ██████
Cc: ██████@scotland.gsi.gov.uk; ██████@scotland.gsi.gov.uk
Subject: RE: Early and Effective Intervention statistics in the Criminal Proceedings bulletin

Thanks ██████.

██████, I would be really interested to meet with the analysts who look after you stuff on the iVPD. Not to ask for anything or hassle them (promise) but just to get a better understanding of how the system works and what its strengths and limitations are. Would you be able to put me in touch with someone who could give me a techy overview/tour?

Thanks,

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 02 November 2016 10:53
To: [REDACTED]; [REDACTED]; [REDACTED]@scotland.pnn.police.uk'
Subject: RE: Early and Effective Intervention statistics in the Criminal Proceedings bulletin

[REDACTED],

Thanks for coming to meet us yesterday.

As discussed we understand that there is a more comprehensive, higher quality data coming with respect to EEIs though the iVPD. Keeping in mind that this might still be a little while off we could still potentially publish a revised set of figures, with suitable caveats. We also discussed that incorporating the figures into the "reconvictions statistics" is perhaps not that useful however as they are not "convictions" in the first place.

We agreed that you would pass the figures to others at Police Scotland for a sense check and that you would also look into ascertaining whether there were any other codes that could classify EEIs to help us make our decision.

As discussed we are publishing in January but the outputs need to be finalised by Christmas.

Many thanks,

[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@scotland.pnn.police.uk]
Sent: 28 October 2016 11:20
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Early and Effective Intervention statistics in the Criminal Proceedings bulletin

[REDACTED],

That's fine, let's make it 12 if that suits everyone.

Thanks,

[REDACTED]

t/Insp [REDACTED]

Children and Young People Business Area
National Safer Communities
Specialist Crime Division

POLICE SCOTLAND
Scottish Crime Campus
Craignethan Road
Gartcosh
G69 8AE

Tel. No [REDACTED]

Email: [REDACTED]@scotland.pnn.police.uk
Twitter: @policescotland
Facebook: www.facebook.com/policescotland

From: [REDACTED]@scotland.gsi.gov.uk [mailto:[REDACTED]@scotland.gsi.gov.uk]
Sent: 28 October 2016 11:20
To: [REDACTED]@scotland.gsi.gov.uk; [REDACTED]
Subject: RE: Early and Effective Intervention statistics in the Criminal Proceedings bulletin

Hello!

Just to chip in, I am not free at 11am. [REDACTED] is going to be handing this work over to me next week as he is moving to a new post so it is best that I am around for this discussion.

I am free any time from 12 midday if folk have other availability?

Thanks,

[REDACTED]

[REDACTED]

x [REDACTED]

From: [REDACTED]
Sent: 28 October 2016 11:18
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Early and Effective Intervention statistics in the Criminal Proceedings bulletin

Hi [REDACTED],

No worries, that suits me fine.

[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@scotland.pnn.police.uk]
Sent: 28 October 2016 11:15
To: [REDACTED]
Subject: RE: Early and Effective Intervention statistics in the Criminal Proceedings bulletin

Thanks for getting back to me so quickly [REDACTED]. What about 11am at your office?

Thanks,

██████

t/Insp ██████

Children and Young People Business Area
National Safer Communities
Specialist Crime Division

POLICE SCOTLAND
Scottish Crime Campus
Craignethan Road
Gartcosh
G69 8AE

Tel. No. ██████

Email: ██████@scotland.pnn.police.uk
Twitter: @policescotland
Facebook: www.facebook.com/policescotland

From: ██████@scotland.gsi.gov.uk [mailto:████████@scotland.gsi.gov.uk]
Sent: 28 October 2016 11:14
To: ██████
Cc: ██████@scotland.gsi.gov.uk
Subject: RE: Early and Effective Intervention statistics in the Criminal Proceedings bulletin

Hi ██████,

Not a problem, I am free all day on Tuesday so am free for a meeting and even if I can't make it my colleague ██████ who leads on the criminal publications may be around to have a chat. I work down in Victoria Quay so let me know when is a good time for you.

██████

From: ██████ [mailto:████████@scotland.pnn.police.uk]
Sent: 28 October 2016 11:08
To: ██████
Cc: ██████
Subject: RE: Early and Effective Intervention statistics in the Criminal Proceedings bulletin

Hi ██████,

Sorry for the delay getting back to you on this. I'm coming through to Edinburgh next Tuesday for a couple of meetings and wondered if you were free to meet up in the morning so I can explain some of the background to this. Let me know if this is suitable.

Thanks,

██████

t/Insp ██████

Children and Young People Business Area

National Safer Communities
Specialist Crime Division

POLICE SCOTLAND
Scottish Crime Campus
Craignethan Road
Gartcosh
G69 8AE

Tel. No. [REDACTED]

Email: [REDACTED]@scotland.pnn.police.uk
Twitter: @policescotland
Facebook: www.facebook.com/policescotland

From: [REDACTED]@scotland.gsi.gov.uk [mailto:[REDACTED]@scotland.gsi.gov.uk]
Sent: 20 October 2016 16:32
To: [REDACTED]
Cc: [REDACTED]@scotland.gsi.gov.uk; [REDACTED]@scotland.gsi.gov.uk
Subject: Early and Effective Intervention statistics in the Criminal Proceedings bulletin

Hi [REDACTED],

While you were away I sent you an email regarding the publication of the statistics relating to Early and Effective Interventions in the next Criminal Proceedings bulletin (see below) that will be published sometime in the new year. I was wondering if you had had a chance to think over these issues.

In addition to the advice regarding the inclusion of the individual categories of EEI we were wondering if you could provide clearance on the related text once a draft is ready (probably at the start of December). For comparison below is the link for last year's bulletin and the section relating to **Police disposals for Young people involved in offending** is about half way down the page.

Any comments relating to my previous email would be greatly appreciated.

Regards,

[REDACTED]

<http://www.gov.scot/Publications/2016/02/6001/18>

Hi [REDACTED],

I have been given your details from [REDACTED] who suggested contacting yourself with regards to the statistics relating to Early and Effective Interventions. In last year's Criminal Proceedings and Reconvictions bulletins we used two categories, CJPJI and ESAR, to define an EEI. However, in subsequent discussions with colleagues in the youth justice team we are considering revising what we include after [REDACTED] sent along a list of the codes currently used by the Police. Having looked at what disposals we get through the Criminal History System it appears that

all six that [REDACTED] had previously mentioned are included and I have added a list below detailing the match-up between his codes and for the ones we have on Oracle and the Criminal History System.

Restorative Justice Warning	(203 / PRW)
Police Warning	(204 / PVW)
Community Warning / Other Police Warning	(210 / CWN)
Children and young person's Justice Intervention	(211 / CJPJI)
EEL – Single Agency Referral	(212 / ESAR)
EEL – No Further Action	(213 / ENFA)

The spreadsheet I have attached contains a comparison of last year's published figures, comprising just the two categories, along with a breakdown of the other categories and what would be the resulting statistics if we were to include all six categories.

My other concern is that in some cases a Police Warning has been given to older individuals (see 'By age' sheet), I assume that these are recording issues as we have different codes for other warnings that would presumably be given to individuals older than 16

We were wondering if you provide advice regarding the inclusion of all these categories as EELs. Any help in this issue will be greatly appreciated.

Regards,

[REDACTED]

[REDACTED]

Reconviction Statistics and Analysis
Justice Analytical Services
The Scottish Government | 1F South | Victoria Quay |
Leith | EH6 6QQ
Tel: [REDACTED] | Ext: [REDACTED]

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From: Parliament and Government Liaison

[mailto:ParliamentandGovernmentLiaison@scotland.pnn.police.uk]

Sent: 15 February 2017 15:51

To: [REDACTED]

Subject: FW: 134/0217 - FW: ACC Hawkins Briefing paper Police Scotland Briefing Paper Feb 2017
PM questions re vpd v2 [RESTRICTED]

RESTRICTED MANAGEMENT

[REDACTED]

Please find attached a briefing paper which should assist your response to the above PQs.

Thanks,

[REDACTED]

Sergeant [REDACTED]

Executive Support

Police Scotland Headquarters

Tulliallan Castle, Kincardine

[REDACTED]

Email: [REDACTED]@scotland.pnn.police.uk

Twitter: @policescotland

Facebook: www.facebook.com/policescotland

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***FOR INFORMATION ***			
Disclosable under FOISA 2002	YES		
Author/Contact		Department / Unit	Service and Protection
Date Created	10/02/ 2017	Telephone	

Parliamentary Questions

1. Purpose

- 1.1 The purpose of this briefing paper is to background information to assist the Scottish Government (SG) with their response to three **Parliamentary Questions** received by the SG from Douglas Ross, MSP.

2. Background

- 2.1 [REDACTED] has requested from the SG information about the use of Police Scotland's Interim Vulnerable Persons Database (iVPD). The questions request the following information:

- **S5W-06955** - To ask the Scottish Government which public bodies have access to the Police Scotland Vulnerable Persons Database?
- **S5W-06954** - To ask the Scottish Government what oversight it has regarding the sharing of details on the Police Scotland Vulnerable Persons Database with other agencies.
- **S5W-06953** - To ask the Scottish Government, in light of reports regarding Police Scotland's Vulnerable Persons Database, whether it considers one in 14 people in Scotland to be vulnerable.

3. Request for Information - S5W-06955 - S5W-06954- S5W-06953

- 3.1 The iVPD is owned by Police Scotland and no public bodies have direct access to the database. Information relating to Police incidents where persons are deemed to be vulnerable are recorded on the iVPD and are shared with partner agencies such as Social Care Services and SCRA. An electronic partner agency form is created on the iVPD and shared with agencies using secure email. Each partner agency form is bespoke to the vulnerable person and is redacted by specialist officers within one of the 13 Police Scotland Divisional Concern Hubs. This assessment of information by specialist staff allows Police Scotland to comply with both the Data Protection Act 1988, the Human Rights Act 1998 and other information sharing legislation.
- 3.2 In respect of the sharing of details on the iVPD with other agencies the Scottish Government has no direct role in this process. It is of note that the SG expect that Police Scotland comply with the Data Protection Act and other relevant legislation relating to information sharing.

- 3.3 There are about 400,000 people recorded on the iVPD. This does equate to about 1 in 14 people living in Scotland. I can reassure you that these people are only recorded if they are deemed to be subjects of concern and so vulnerable at the point of contact with the police. This includes children where the police have a wellbeing concern relating to them (including child protection and youth offenders). Police Scotland are required to record and share this information relating to children so complying with the Scottish Government's Policy of Getting it Right for Every Child and the Children and Young Persons (Scotland) Act 2014. Other categories of concern relate to Domestic Abuse, Hate and Vulnerable Adults including Adults at Risk who meet the 3 point test.

The Adult Support and Protection (Scotland) Act 2007 defines Adults at Risk, through a three-point test, as adults, aged 16 years or over, who:

1. are unable to safeguard their own well-being, property, rights or other interests;
2. are at risk of harm; and
3. because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

Frontline officers are trained to record this information on the database so it can be forwarded to one of the 13 Divisional Concern Hubs.

Please see the below info on unique iVPD nominals who were recorded as 'subjects of concern', broken by Vulnerable Person Type: The database was first live from September 2013.

Nominal VP Type - Adult Concern	120,505
Nominal VP Type - Domestic Abuse	86,468
Nominal VP Type - Child Concern	163,446
Nominal VP Type - Adult/Domestic	5,099
Nominal VP Type - Not Applicable	67
Nominal VP Type - Youth Offending	23,972
TOTAL	399,557

4. Conclusion

- 4.1 I trust the information contained within this report will assist SG with their response to the Parliamentary Questions received from Douglas Ross MSP.

From: Parliament and Government Liaison

[mailto:ParliamentandGovernmentLiaison@scotland.pnn.police.uk]

Sent: 08 June 2017 10:52

To: [REDACTED]

Subject: RE: 218/0517 CONTRIBUTION REQUEST - CORRESPONDENCE FROM NEIL FINDLAY MSP - RE POLICE SCOTLAND VULNERABLE PERSONS DATABASE ETC - MACCS 2017/0019604 [NOT PROTECTIVELY MARKED]

NOT PROTECTIVELY MARKED

[REDACTED],

Response attached which hopefully provides all the information you need. Any questions don't hesitate to get in touch.

Kind regards,

[REDACTED]

[REDACTED]

Inspector, External Liaison

Executive Support
Police Scotland Headquarters
Tulliallan Castle
Kincardine
FK10 4BE

Tel: [REDACTED]

Email: [REDACTED]@scotland.pnn.police.uk

Website: <http://www.scotland.police.uk>

Twitter: @policescotland

Facebook: www.facebook.com/policescotland

From: [REDACTED]@scotland.gsi.gov.uk [mailto:[REDACTED]@scotland.gsi.gov.uk]

Sent: 31 May 2017 12:36

To: Parliament and Government Liaison

Cc: [REDACTED]@scotland.gsi.gov.uk; [REDACTED]@scotland.gsi.gov.uk;

[REDACTED]@scotland.gsi.gov.uk; [REDACTED]@scotland.gsi.gov.uk

Subject: 218/0517 CONTRIBUTION REQUEST - CORRESPONDENCE FROM NEIL FINDLAY MSP - RE POLICE SCOTLAND VULNERABLE PERSONS DATABASE ETC - MACCS 2017/0019604

[REDACTED],

The attached correspondence from Neil Findlay MSP relates to concerns raised by his constituent about the Police Scotland Vulnerable Persons Database and about Police Scotland's approach to people with mental health conditions/its protection of their rights etc. SG Police Division and our colleagues in Mental Health and Protection of Rights Division already have some lines we can use in relation to Police Scotland's overall commitment to providing a high quality service to people with mental health conditions/people in mental health crisis etc. Also, you have previously provided us with the attached two briefing notes from [REDACTED],

which cover some of the issues raised in Mr Findlay's correspondence. We don't need that information repeated (though grateful for any relevant updates).

However, we would be grateful for some input from Police Scotland on the specific issues raised in this correspondence regarding Mr Findlay's constituent's concerns about the rights of individuals whose details are entered onto the Database, her concerns about any possible discrimination and the specific point raised about whether Police Scotland's procedures recognise mental health as a 'protected characteristic' in terms of Equality legislation and her concern about the sharing of information with other bodies and the role of 'Concern Hubs'.

If you could provide something to us on those issues by **close of play Friday, 9 June** that would be helpful. My own deadline to get a reply up to the Cabinet Secretary's office in Wednesday 14 June.

As always, I would be happy to have a chat over this with someone on the telephone, if that would be helpful.

Thanks,

[REDACTED]

[REDACTED]
Strategy and Ministerial Support Officer
Police Division
Scottish Government
1R St Andrew's House
Regent Road
Edinburgh
EH1 3DG

Tel: [REDACTED]

-----Original Message-----

From: MACCS [<mailto:maccs@scotland.gsi.gov.uk>]

Sent: 31 May 2017 09:09

To: [REDACTED]

Subject: MACCS: New case 2017/0019604 allocated.

Ministerial and Corporate Correspondence System:

Please see case 20170019604 which has been allocated to you. The current target date for this case is 14/06/2017.

<http://s0842a/MACCS/CaseDetail.aspx?c=20170019604>

If this correspondence contains a complaint as defined in the Complaints Handling Policy please remember that it needs to be dealt with in accordance with those procedures. <http://scotland.gov.uk/Contacts/Have-Your-Say/Making-Complaints/complaintshandling>

Further advice on Complaints Handling is available on Saltire. <http://intranet/InExec/HR/PoliciesandGuidance/Conduct/Standards/Service-Standards/Complaints/ICHP>

If the case includes a request for information, see guidance on FOI and MACCS. <http://goo.gl/LqHTbx>

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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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pròbhaideach agus dh'fhaodte FO SHOCHAIR LAGHAIL.

❖S ann a-mh❖in airson an neach-uidhe a tha e.

Mura tusa an neach-uidhe no mura h-eil dleastanas ort a chur air adhart chun an neach-uidhe, thathar le seo a❖ leigeil fios dhut gu bheil e toirmisgte am post-d seo a chleachdadh air dh❖igh sam bith, no fhoillseachadh, no sgr❖dadh, no sgaoileadh, no riarachadh, no lethbhreac a dh❖anamh dheth.

Ma th❖inig am post-d seo thugad le mearachd, leig fios sa bhad chun an neach a sgaoil e, a❖ cleachdadh a❖ ghoireis fhreagairt ann am bathar-bog a❖ phuist-d agad no le fios a chur gu

POILEAS ALBA air (+44) 1786 289070 agus cuir ❖s dhan phost-d.

This email has been received from an external party and

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FOR INFORMATION			
Disclosable under FOISA 2002		YES	
Author/Contact	[REDACTED]	Department / Unit	Service and Protection
Date Created	05/06/2017	Telephone	[REDACTED]

1. PURPOSE

- 1.1 The purpose of this briefing paper is to provide a comprehensive response to a number of concerns raised by a constituent; received from [REDACTED] Scottish Government (SG) on behalf of Neil Findlay, MSP.

2. POLICE SCOTLAND RESPONSE

- 2.1 **The constituent is concerned that people may be placed on the Vulnerable Persons Database (VPD), simply because an officer has a “concern” and that people therefore have a police “record” when they have done nothing wrong. She is concerned about the criminalisation and stigmatisation of law-abiding Scottish citizens on the basis of their mental health.**

The VPD is an incident based database that allows Police Scotland officers to record causes of concern known as ‘concerns that may be a risk to a person’s current or future wellbeing.’ Concerns are recorded under the following categories:

- Child Concerns (including Child Protection)
- Domestic Abuse
- Adult Concerns (including Adult Protection)
- Hate Concerns
- Youth Offending

The identification of concerns at an early stage enables Police Scotland and partners to promote, support and safeguard the wellbeing of individuals and communities and to help keep people safe. It provides an opportunity to provide support at an early stage where it is appropriate to do so and take preventative action to stop low level concerns developing into crisis situations.

As much as the database records information, it does not record crime and therefore does not criminalise individuals recorded within it. Police Scotland has a number of crime recording databases, however the recording of an individual on such a database does not in itself indicate that a person has a ‘police record’.

To provide some context, Police Scotland’s crime recording databases record witnesses’ details as well as that of a suspect or accused person. In the case of VPD,

full details of any relevant incident are recorded on the database, regardless of whether a crime has been committed or not. Therefore it is important to reiterate that there is no 'criminalisation' of any individual because their details are recorded on VPD.

- 2.2 The constituent contends that large numbers of the Scottish population are being placed on Vulnerable Persons Database (VPD), in respect mental health, despite potentially no psychiatric history, diagnosis, criminal/unruly behaviour, or being in a situation where police must urgently act to protect the vital interests of said individuals. It is her understanding that in some areas, well over 90% of those placed on VPD in respect mental health, are not required to be taken forward under adult protection legislation. She is concerned this may be a national picture, though notes she does not have access to the data to definitively confirm or assert this.**

Police Scotland is committed to keeping people safe and officers are regularly actioned to respond to incidents whereby people are in distress. Where there is a cause for concern and evidence that a person is suffering mental health issues, the police record the matter on the VPD. Early and effective intervention at the time of the incident by means of accurate recording can have a significant effect in reducing subsequent demand and more importantly, improving service delivery and assistance to the individual(s) concerned from the most appropriate organisation.

It also facilitates our statutory obligations in respect of notifying the Mental Welfare Commission where police powers have been used to remove someone to a Place of Safety for the purpose of receiving a mental health assessment. To ensure that Police Scotland maintain a consistent approach in recording such incidents, officers create and submit a concern report to the relevant Divisional Police Concern Hub. This allows trained staff to assess the concern and consider information sharing with the relevant partner agency (providing a legal gateway exists to do so).

In respect of your constituent's reference to adult protection legislation, this is just one piece of legislation available to officers. There are other pieces of legislation that exist, for example, Mental Health (Care and Treatment) (Scotland) Act 2003. Daily, officers across Police Scotland deal with situations where members of the public come to our attention due to being in a distressed state and they do their utmost to keep people safe and work with key partners and family members of the individual(s) concerned in order to achieve this.

- 2.3 The constituent questions where the vastly increased number of so-called vulnerable adults according to Police Scotland, are apparently springing from in Scottish society in recent years. She questions the necessity and proportionality of the storage of such data, and for so long, based on a person's mental health.**

Police Scotland is committed to recording the true number of concerns across the country. This includes Domestic Abuse and Hate Concerns which have been under reported for many years. I can also report that it is only since the introduction of the VPD that concern reports are submitted for all vulnerable adults. If the impact of this approach results in an increased number of concern reports in comparison with

previous years, then this will be seen as a step in the right direction. Our enhanced approach to increased training and awareness for our officers and staff will only assist Police Scotland achieve the aim of having a true picture of concerns across Scotland.

I would also like to highlight that the VPD is a national system which now allows for Police Scotland to record and map vulnerable person incidents across Scotland. Prior to the creation of Police Scotland and the VPD going live, the true picture of vulnerability was not fully known or captured like it is now. The creation of one single force also gave us an opportunity to bring about consistent practice and procedure with regards to mental health and places of safety and improve upon disparate practices and procedures, which were in place before Police Scotland.

In order to support the Police Scotland Standard Operating Procedures, we recognised the importance of developing and delivering structured training to officers. As a result, new training products were developed for officers and staff to raise awareness of Mental Health Crisis and Suicide Intervention and to teach them about the relevant legislation, police powers and processes for dealing effectively with people experiencing distress or those in mental health crisis.

Police Scotland's Safer Communities Department, in conjunction with NHS partners, developed these training products, the overall aim being to equip officers and assist them in providing a more effective and efficient operational response to those in mental health crisis / distress. Police officers and members of police staff have a crucial role in working with and supporting people with mental health problems. Training tackles attitudes/stigmas and improves knowledge and understanding of relevant legislation, police powers and procedures (including recording of decisions and information which requires to be submitted on the VPD).

The training was mandatory for all officers, up to and including the rank of Inspector. To date approximately 16,000 officers from a total of 17,500 have been trained. The Justice Minister attended Glenrothes Police Station recently, where he spoke to trainers and saw first-hand the delivery of the training, commenting very positively.

The first part of the training is delivered through an online training platform, and involves two e-learning courses, the first of which covers relevant legislation under the Mental Health (Care and Treatment) (Scotland) Act 2003 including typical operational case studies. This will be followed by a second input called MINDSET, which is an e-learning package originally designed by NHS Lanarkshire to provide increased awareness in relation to a range of mental health problems.

The online courses were designed to provide officers with the knowledge they need prior to completing half-day face-to-face training. All officers that require to be trained must complete both online courses before attending their classroom based training. Face-to-face training has been provided locally through respective divisions and in a classroom environment.

The face-to-face Mental Health Crisis and Suicide Intervention training covers risk estimation, communication styles (including de-escalation communication

techniques), defensible decision making using the Decision Making Model as applied to Mental Health related incidents, and the importance of recording decisions and actions taken to allow us as individuals and as an organisation to meet our statutory requirements under the Mental Health (Care and Treatment) (Scotland) Act 2003.

The learning outcomes enable students to:

- Explore the stigma, myths and facts associated with suicide and recognise the impact suicide and mental health issues have on our communities.
- Identify the different risk factors associated with suicide and recognise the indicators when a person is contemplating suicide.
- Understand elements of effective intervention and communication during times of distress or a crisis such as suicide, including establishing contact, active listening skills, building rapport and calming techniques.
- Apply the national decision model in a mental health crisis or suicide intervention context and understand the need to monitor and review risk assessment and the importance of recording the rationale about any actions taken.

It should be acknowledged that this training has not been designed to make police officers experts in the field of mental health or suicide prevention, and indeed we do not expect our officers to be clinicians, but rather it will provide a level of knowledge and awareness to allow officers and staff to respond more effectively to situations involving people in mental distress/crisis.

It should also be noted that Police Scotland has been at the forefront in the UK in terms of the delivery of mandatory mental health training to officers.

2.4 The constituent worries the potentially harmful effect of a police “record”, data stored on a national, searchable police database for between 6-12 years plus current, accessible by any police officer for any business reason, the labelling of individuals, police being free to conduct “proportionate research”, the sharing of private data with partners and the apparent necessity to store what amounts to health records, is being entirely negated by Police Scotland.

Your constituent refers to the retention periods for information on the VPD. This does not reflect the current work that is ongoing. The Information Asset Owner for VPD, Assistant Chief Constable Service and Protection (ACC) agreed to two actions that seek to address and update retention and weeding on VPD. The following was approved:

- The suspension of the current record retention policy in relation to Public Protection records. That policy was initially agreed by the Association of Chief Police Officers (Scotland) forces in 2012 and then adopted by Police Scotland in 2013. In particular, the policy requires realignment to legislative changes and review to ensure that the policy continues to support Police Scotland in carrying out its functions while protecting data subjects.
- The establishment of a short-life working group, chaired by a Detective Chief Superintendent (DCS) to undertake a review of retention and weeding

requirements for VPD and submit proposals for consideration and approval. The first meeting of the short-life working group has been held and proved both productive and challenging; the subject of weeding remains a complex one both in terms of policy and technical implementation. However, by appointing a DCS to direct the work, the ACC has identified that the matter is of importance to ensure that data subjects are protected and only the appropriate information is available for ongoing use by Police Scotland for that purpose. Further meetings of the short-life working group and the VPD Asset Owner's Board are scheduled for June and the ACC will continue to monitor progress at these meetings.

Access to the VPD is for official policing purposes only and may not be used for any other purpose. All staff are reminded whilst logging into the application of the Data Protection Principles when using the system but specifically:

- **Confidentiality** - Do not discuss.
- **Integrity** - Accuracy and professionalism.
- **Authorisation** - Do not leave your PC logged in and unattended.

Police Scotland do not intend to store any health records.

- 2.5 **The constituent is worried that Police Scotland are building and maintaining a database of what they believe to be Scotland's mentally ill. She is greatly concerned around the potential for breaches of the lawful right to a private and family life, data protection legislation, and the right not to be discriminated against.**

I would like you to reassure your constituent that Police Scotland does not intend to build a database of people who are mentally ill.

- 2.6 **The constituent is concerned that, when mental health is purported to be a protected characteristic, and not subject to discrimination, Police Scotland's procedures, as a public authority, do not appear to reflect that.**

There are particular circumstances in which mental health status, including illness, should influence procedures carried out by the Police.

Police officers and police staff are often the gateway to appropriate care either through criminal justice or healthcare. It is essential that people with mental disorders or learning disabilities are recognised and assisted by officers at the first point of contact, with the police operating a person centred approach.

If undetected and unaddressed, mental health issues, like physical issues, can escalate. This often leads to increased demands for services including the Police. Early and effective police intervention can have a significant role in reducing the impact of deteriorating mental health.

The Mental Health (Care and Treatment) (Scotland) Act 2003 came into effect in October 2005. It aims to ensure the effective care and treatment of people who have a mental disorder, providing a range of powers and duties relevant to local

authorities, health professionals and the Police and makes provisions for Places of Safety. This is augmented by the Mental Health Code of Practice.

Under the Act, the Mental Health Tribunal for Scotland and the Mental Welfare Commission for Scotland provide safeguards against mistreatment.

A key principle of the Act is minimum interference in peoples' liberty and the maximum involvement of service users in any treatment, while taking into account the safety of others. It is important that any police powers used are carefully considered and fully recorded.

Our Standard Operating Procedure states that "Officers and police staff will always act with fairness, integrity and respect, focusing on the needs of the individual whilst keeping them and others safe".

People with mental health problems should be made aware of their rights. Officers and police staff should make full attempts to explain to the person in their care what action is being taken and why.

In all instances where a police officer deals with a mental health related incident or where they identify concern for an adult, then an update must be provided on the incident at Command and Control and a detailed adult concern form submitted onto the Vulnerable Persons Database.

- 2.7 The constituent is also concerned that Police Scotland as an organisation appear to be unaware that a vast range of physical conditions, including those as routine as infections, high blood pressure, and systemic illness can alter mental status. She further points out a range of life circumstances, from trauma to bereavement may also affect any individual. The constituent is concerned that Police Scotland staff are diagnosing adults, and scrutinising their physical or mental health, at a level where vital interest are not urgently required to be protected, impinging on privacy, personal rights and the civil liberties and human rights implications this brings.**

I would like you to reassure your constituent that our officers and staff, having had the relevant training, will only deal with incidents that are a matter for the Police. We can on occasions be the first emergency service to respond to incidents, but only if there is a requirement to carry out our duties and record information on the VPD will we do so. At no time do officers and staff intend to scrutinise people's mental health and are in no way trained to make any diagnoses. Diagnosis is for trained professionals within the Health Care system.

- 2.8 The constituent is worried that, as a public body, Police Scotland may no longer wish to deal with all of Scotland's people, and in this, have decided they are better placed to make life decisions for adults (not lacking capacity to make their own) than the individuals themselves.**

Police Scotland refute this claim.

- 2.9 The constituent is concerned that Police Scotland working to a criteria whereby “may be at risk of” any type of harm, from emotional to financial, appears to give Police Scotland unfettered rights to just about any Scottish adult they may so choose. She wishes to raise the importance of respecting the lawful rights of all individuals, and is concerned that Police Scotland's procedures, and the placement of individuals on VPD, particularly against their wishes, may result in potential alienation from Scotland's police force, and raises the possibility of prejudicial treatment of those who may have any type of mental health condition.**

Police Scotland refute this claim.

- 2.10 The constituent is very concerned at the potential for the rights of vulnerable people to be totally disregarded while they remain on this database.**

Police Scotland are committed to the rights of all citizens. I feel that it is appropriate to inform you that your constituent has certain rights under the Data Protection Act (DPA) and if they wish to do so is entitled to:

- Submit a subject access request to help them understand what, if any, information is held about them on the VPD.
- Challenge the information and request it be updated, if they consider information held about them to be inaccurate.
- In certain circumstances, request that information is removed. The threshold for removal under the current DPA legislation is fairly high in that the individual must be able to demonstrate substantial damage or distress and that the processing is unwarranted. I have copied a link to the relevant section for information. <http://www.legislation.gov.uk/ukpga/1998/29/section/10>

- 2.11 The constituent is worried that a Concern Hub can pass on an individual's data without the permission of the party concerned and asks who therefore ensures that the rights of these “vulnerable” adults are upheld.**

Police Scotland do seek consent from adults (who are the subject of concern) to share information with others who will be the subject of a concern form. Only in adult protection cases would information be shared without consent.

3. CONCLUSION

- 3.1** Your constituent makes several references to the sharing of information. I would like to point out that Police Scotland have invested heavily over the last two and a half years in respect of the professionalism of our Concern Hubs. All of our staff receive mandatory training prior to working within the Hubs to ensure that they have a level of knowledge to allow them to assess the degree of risk and or harm. This training also assists them in recording their findings and consider sharing concerns with partners using legal gateways. Training material, SOPs and support is provided to Concern Hub staff in particular to ensure that information is not shared inappropriately.

- 3.2 I also feel that it is appropriate to highlight that our recent Information Commissioner's Office Audit highlighted the importance of proper governance around information sharing; VPD acts as a factual record of an action taking place or being refused - for example in instances where consent to share is refused.

Consequently Police Scotland must hold, for a proper period of time (which is part of the work of the short-life working group) evidence of their action to share or not to share and what the information shared was.

From: Parliament and Government Liaison
[mailto:ParliamentandGovernmentLiaison@scotland.pnn.police.uk]
Sent: 12 September 2017 08:07
To: [REDACTED]
Cc: Parliament and Government Liaison
Subject: FW: 286/0817 ADVICE PLEASE - WORK ON WEEDING POLICING FOR VULNERABLE PERSONS DATABASE [NOT PROTECTIVELY MARKED]

NOT PROTECTIVELY MARKED
[REDACTED]

Response attached, sorry for the delay.

[REDACTED]

[REDACTED]

*Inspector,
External Liaison & Engagement*

Executive Support
Police Scotland Headquarters
Tulliallan Castle
Kincardine
FK10 4BE

Tel: [REDACTED]

Email: [REDACTED]@scotland.pnn.police.uk
Website: <http://www.scotland.police.uk>
Twitter: @policescotland
Facebook: www.facebook.com/policescotland

From: [REDACTED]@scotland.gsi.gov.uk [mailto:[REDACTED]@scotland.gsi.gov.uk]
Sent: 29 August 2017 15:21
To: Parliament and Government Liaison
Cc: [REDACTED]; [REDACTED]; [REDACTED]@scotland.gsi.gov.uk;
[REDACTED]@scotland.gsi.gov.uk; [REDACTED]@scotland.gsi.gov.uk;
CommunicationsJustice@scotland.gsi.gov.uk; [REDACTED]@scotland.gsi.gov.uk;
[REDACTED]@scotland.gsi.gov.uk
Subject: 286/0817 ADVICE PLEASE - WORK ON WEEDING POLICING FOR VULNERABLE PERSONS DATABASE

[REDACTED]

Please note email discussion below regarding a recent Fol release on the Vulnerable Persons Database, and a forthcoming briefing to be given to a journalist about this. We understand that work is currently on going within Police Scotland to produce a policy to remove individuals from the VPD, now that it's no longer merely an interim solution (following the cancellation of i6).

Given that this topic has previously been the subject of media and parliamentary interest (and may be again following the recent release), it would be helpful to have a

steer from Police Scotland on its current thinking about the likely approach to weeding/the progress of work so far on this issue.

There's not a hard and fast deadline for this, though if it were possible for us to get something from you before the briefing with [REDACTED] takes place on 11 September, that would be helpful.

Kind regards,

[REDACTED]

[REDACTED]

Strategy and Ministerial Support Officer
Police Division
Scottish Government
1R St Andrew's House
Regent Road
Edinburgh
EH1 3DG

Tel: [REDACTED]

From: [REDACTED] [mailto:[REDACTED]@scotland.pnn.police.uk]

Sent: 29 August 2017 15:02

To: [REDACTED]

Cc: SPSA Media; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]

Subject: RE: VPD FOI [NOT PROTECTIVELY MARKED]

NOT PROTECTIVELY MARKED

[REDACTED], that is correct. If we are asked the question about retention then we will answer it. I imagine we will be asked as [REDACTED] from BBC will be involved in the briefing and she has some knowledge of the subject. For your awareness this briefing has been pushed back to w/c 11 Sept. at the request of the BBC.

In terms of what that process looks like I would agree the request should go through Exec Support.

regards

[REDACTED]

[REDACTED]

Corporate Communications
Police Scotland

Direct: [REDACTED]

Corporate Comms: [REDACTED]

E: [REDACTED]@Scotland.pnn.police.uk

Twitter: @PoliceScotland

Facebook: www.facebook.com/PoliceScotland

Website: www.scotland.police.uk

For requests under Freedom of Information please email FOI@scotland.pnn.police.uk

From: [REDACTED]@scotland.gsi.gov.uk [mailto:[REDACTED]@scotland.gsi.gov.uk]

Sent: 29 August 2017 14:51

To: [REDACTED]

Cc: SPSA Media; [REDACTED]; [REDACTED]; [REDACTED]@scotland.gsi.gov.uk;
[REDACTED]@scotland.gsi.gov.uk; [REDACTED]@scotland.gsi.gov.uk

Subject: RE: VPD FOI [NOT PROTECTIVELY MARKED]

[REDACTED],

Thanks for this. I note that in our earlier email discussion you indicated that Police Scotland is now in the process of producing a policy to remove individuals from the VPD, as it is now no longer an interim solution. Will you be saying anything substantive about that work in the briefing you provide to [REDACTED]?

For our own interests, we'd be keen to understand what the current thinking is there, but I can put a request in separately via the Police Scotland Executive Support Team for some briefing on that, if necessary.

Thanks

[REDACTED]

[REDACTED]

Strategy and Ministerial Support Officer
Police Division
Scottish Government
1R St Andrew's House
Regent Road
Edinburgh
EH1 3DG

Tel: [REDACTED]

From: [REDACTED] [mailto:[REDACTED]@scotland.pnn.police.uk]

Sent: 25 August 2017 11:10

To: [REDACTED]; [REDACTED]; [REDACTED]

Cc: SPSA Media; [REDACTED]; [REDACTED]

Subject: VPD FOI [NOT PROTECTIVELY MARKED]

NOT PROTECTIVELY MARKED

All, the VPD FOI response has been issued this morning to BBC. I've attached the response for your information. We are still awaiting confirmation from the BBC regarding our invitation to them to come in for a briefing alongside the FOI response.

regards

Corporate Communications
Police Scotland

Direct: [REDACTED]
Corporate Comms: [REDACTED]
E: [REDACTED]@Scotland.pnn.police.uk
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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu

***FOR INFORMATION ***			
Disclosable under FOISA 2002		YES	
Author/Contact		Department / Unit	SCD – Public Protection
Date Created	08/09/2017	Telephone	

INTERIM VULNERABLE PERSONS DATABASE – WEEDING AND RETENTION

1. PURPOSE

- 1.1 To give Police Division at the Scottish Government an overview of work ongoing in relation to weeding and retention in respect of the records on the Police Scotland interim Vulnerable Persons Database (iVPD).

2. BACKGROUND

- 2.1 The iVPD was approved and introduced nationally from 2013 with a phased rollout which was completed in March 2014. The introduction of iVPD provided an interim national solution to record wellbeing and protection concerns for Police Scotland pending the rollout of i6, when it was the intention to archive iVPD. Given it was a short term interim database and that it was to be archived in its entirety, weeding rules were not considered to be required given the projected life span of the system.
- 2.2. Following the discontinuation of the i6 contract in 2016, Police Scotland has begun designing their digital transformation strategy in line with Policing 2026. This has resulted in iVPD becoming a longer term solution than originally planned with work underway on weeding and retention rules to begin to weed the database.

3. INFORMATION

- 3.1 There are 724,972 incidents on the database as at 07 September 2017 with one or more nominal records attached to each incident.
- 3.2 A Short Life Working Group (SLWG) has been formed and has met on several occasions to design a phased approach to the weeding of the data on iVPD. The phases have been identified as:
- Phase 1 - Nominals classified as No concern/Not applicable nominals
 - Phase 2 – Nominals classified as a wellbeing concern
 - Phase 3 – Nominals classified as 'Child Protection'¹ or 'Adult Protection'
 - Phase 4 – Nominals classified No Concern/Not applicable perpetrator nominals
 - Phase 5 – Nominals held for statistical return purposes
- 3.3 It was assessed that Phase 1 – Nominals classified as No concern/Not applicable nominals would have no or minimal impact on present iVPD business, however, to validate the SLWGs assessment, consultation was undertaken within local policing and national departments and a dip sampling exercise was undertaken. This provided that the majority of nominals were parents or carers of children subject of a child concern. Given this information would not routinely change; be shared with the Named Person Service and held

on other partner databases it is assessed that to hold such information **for that purpose alone** for an extended period is neither proportionate nor necessary.

- 3.4 As a result, work is currently underway to design an ICT script that will delete approximately 250,000 nominals in this category from the database as soon as possible, with a recommendation moving forward to weed those nominals classified as No concern/Not applicable nominals after a period of 6 months from the episode or last episode of concern. This would allow a proportionate period of reference whilst ensuring personal details are not held on a police database unnecessarily.
- 3.5 The remaining four phases are more complex and require detailed consideration prior to data cleansing the system to ensure that relevant information that can be justified for retention is not deleted. This is currently being worked through within the SLWG.
- 3.6 The weeding and retention of iVPD remains a priority for Police Scotland with regular meetings of the SLWG continuing to progress this important work.

4. CONCLUSION

- 4.1 Submitted for the information of [REDACTED], Strategy and Ministerial Support Officer (Police Division).

From: [REDACTED] [mailto:[REDACTED]@scotland.pnn.police.uk]
Sent: 13 September 2017 15:44
To: [REDACTED]
Subject: RE: Statistics

[REDACTED]

Thank you. I have shared this with the relevant people re VPD. Will let you know if there is anything else needed.

[REDACTED]

From: [REDACTED]@scotland.gsi.gov.uk [mailto:[REDACTED]@scotland.gsi.gov.uk]
Sent: 12 September 2017 15:27
To: [REDACTED]
Subject: RE: Statistics

[REDACTED]

Some further thoughts below from another of my analytical colleagues -

'For info, we get an annual download of data from PS from VPD for all domestic abuse related incidents (including any crimes or offences committed). This is then published in an official statistics release.

We are also in the process of working with PS to produce new analysis on hate-related incidents, using data from the VPD.

Can provide more details if needed (I note the Domestic Abuse note might not be needed given they said 'over and above').'

Regards

[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@scotland.pnn.police.uk]
Sent: 12 September 2017 14:47
To: [REDACTED]
Subject: RE: Statistics

[REDACTED]

Thank you - this is really helpful

[REDACTED]

From: [REDACTED]@scotland.gsi.gov.uk [mailto:[REDACTED]@scotland.gsi.gov.uk]
Sent: 12 September 2017 14:34
To: [REDACTED]
Subject: RE: Statistics

Hi [REDACTED]

I've spoken to analytical colleagues.

They tell me that SG have been trying to get access to VPD data on Youth Offending for years and that they understand that PS are carrying out a Quality Assurance exercise on the Youth related data held within the VPD.

In terms of stats, we would be interested in the number and type of crimes and offences committed by young people in each local authority area annually. We would also be interested in the disposal of those cases, how many are given warnings/referred to EEL/referred to SCRA.

I hope this is helpful. Grateful if you can let me know if there may be the opportunity for us to access such data in the near future?

Regards

[REDACTED]

[REDACTED] | Victims & Witnesses Team | Criminal Justice Division | Scottish Government | GWR St Andrew's House | Edinburgh | EH1 3DG | Tel – [REDACTED] | Mob – [REDACTED] | E-mail – [REDACTED]@gov.scot

From: [REDACTED] [mailto:[REDACTED]@scotland.pnn.police.uk]

Sent: 12 September 2017 10:03

To: [REDACTED]

Subject: RE: Statistics

It would be two separate things.

I would say it is what you ask for on a regular basis as our systems.

Thank you for your assistance.

[REDACTED]

From: [REDACTED]@scotland.gsi.gov.uk [mailto:[REDACTED]@scotland.gsi.gov.uk]

Sent: 11 September 2017 16:20

To: [REDACTED]

Subject: RE: Statistics

[REDACTED]

Sorry, is that statistics in relation to 1) victims and witnesses and 2) youth offending i.e. 2 separate things or 1 combined thing, i.e. victims & witnesses and youth offending?

When you say what stats are required by SG, does that mean formal requests that we make to PS for stats on a regular basis? I might need to ask my colleagues in the Justice analytical unit.

Sorry to answer your question with more questions.

Thanks

■

From: ■ [mailto:■@scotland.pnn.police.uk]

Sent: 11 September 2017 13:55

To: ■

Subject: Statistics

■

As discussed - I require to:

"Establish what statistics are required by SG in relation to Victim and Witnesses, and YO. What info is taken from VPD in this respect?"

This would be over and above the following:

For the yearly reporting within the Victims and Witnesses Standards of Service PS require to report on the number of victims of certain crimes as to whether or not they were given opportunity to specify the gender of the interviewing officer and the reason why this was not done i.e. deemed prejudicial to the criminal investigation or it was deemed not reasonable practicable to do so.

The crimes are

- Sexual crimes
- Trafficking for Prostitution
- Trafficking people for exploitation
- an offence, the commission of which involves Domestic Abuse;
- stalking; and
- Honour Based Violence, Female Genital Mutilation and Forced Marriage.

Kind regards

■

Sergeant ■
Police Scotland
Safer Communities
Harm Prevention - Mental Health
HQ Annexe
West Bell Street
Dundee
DD1 9JU

tel: ■
email: ■@scotland.pnn.police.uk

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❖S ann a-mh❖in airson an neach-uidhe a tha e.

Mura tusa an neach-uidhe no mura h-eil dleastanas ort a chur air adhart chun an neach-uidhe, thathar le seo a❖ leigeil fios dhut gu bheil e toirmisgte am post-d seo a chleachdadh air dh❖igh sam bith, no fhoillseachadh, no sgr❖dadh, no sgaoileadh, no riarachadh, no lethbhreac a dh❖anamh dheth.

Ma th❖inig am post-d seo thugad le mearachd, leig fios sa bhad chun an neach a sgaoil e, a❖ cleachdadh a❖ ghoireis fhreagairt ann am bathar-bog a❖ phuist-d agad no le fios a chur gu

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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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From: [REDACTED] [mailto:[REDACTED]@scotland.pnn.police.uk]
Sent: 25 September 2017 17:14
To: [REDACTED]; [REDACTED]
Cc: [REDACTED]; Communications Justice
Subject: vulnerable persons database - BBC tomorrow [NOT PROTECTIVELY MARKED]

NOT PROTECTIVELY MARKED

Hi, BBC will be running their story on the vulnerable persons database from breakfast (GMS) tomorrow. The focus is on compliance with the Data Protection Act, issues around civil liberties (people not being aware they are on the VPD) and consent to have information shared. We have briefed BBC and provided an interview. We are also clearing a statement to send to GMS this evening.

regards
[REDACTED]

[REDACTED]
Corporate Communications
Police Scotland

Direct: [REDACTED]
Corporate Comms: [REDACTED]
E: [REDACTED]@Scotland.pnn.police.uk
Twitter: @PoliceScotland
Facebook: www.facebook.com/PoliceScotland
Website: www.scotland.police.uk

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Tha am fiosrachadh sa phost-d seo, agus ann an ceangal(an) sam bith na chois,
prìobhaideach agus dh'fhaodte FO SHOCHAIR LAGHAIL.

❖S ann a-mh❖in airson an neach-uidhe a tha e.

Mura tusa an neach-uidhe no mura h-eil dleastanas ort a chur air adhart chun an neach-uidhe,
thathar le seo a❖ leigeil fios dhut gu bheil e toirmisgte am post-d seo a chleachdadh air

From: Parliament and Government Liaison
[mailto:ParliamentandGovernmentLiaison@scotland.pnn.police.uk]
Sent: 28 September 2017 06:30
To: [REDACTED]; Parliament and Government Liaison
Cc: [REDACTED]; [REDACTED]; [REDACTED]
Subject: RE: URGENT - FURTHER ADVICE REQUESTED - 286/0817 ADVICE PLEASE - WORK ON WEEDING POLICING FOR VULNERABLE PERSONS DATABASE [NOT PROTECTIVELY MARKED]

NOT PROTECTIVELY MARKED

Hi [REDACTED] et al,

Sorry for delay in responding.

Please find attached response.

Regards,

[REDACTED]

From: [REDACTED]@scotland.gsi.gov.uk [mailto:[REDACTED]@scotland.gsi.gov.uk]
Sent: 27 September 2017 16:52
To: Parliament and Government Liaison
Cc: [REDACTED]@scotland.gsi.gov.uk; [REDACTED]@scotland.gsi.gov.uk;
[REDACTED]@scotland.gsi.gov.uk; [REDACTED]@scotland.gsi.gov.uk
Subject: RE: URGENT - FURTHER ADVICE REQUESTED - 286/0817 ADVICE PLEASE - WORK ON WEEDING POLICING FOR VULNERABLE PERSONS DATABASE [NOT PROTECTIVELY MARKED]

[REDACTED]

I'm about to leave the office, so if you do have a response for us on this today, can you please ensure its copied the other colleagues in the Unit, copied here?

Thanks

[REDACTED]

[REDACTED]

Strategy and Ministerial Support Officer
Police Division
Scottish Government
1R St Andrew's House
Regent Road
Edinburgh
EH1 3DG

Tel: [REDACTED]

From: [REDACTED]
Sent: 27 September 2017 10:35
To: 'Parliament and Government Liaison'
Cc: [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]

Subject: URGENT - FURTHER ADVICE REQUESTED - 286/0817 ADVICE PLEASE - WORK ON WEEDING POLICING FOR VULNERABLE PERSONS DATABASE [NOT PROTECTIVELY MARKED]

As discussed, we would appreciate some (hopefully straightforward) urgent advice to supplement the attached note previously provided by DCS [REDACTED]. The note explains the work which is on-going to develop the weeding and retention policy for the Vulnerable Persons Database. However, the BBC coverage yesterday also raises issues around the process by which individuals are informed that their details are to be recorded on the database in the first place:

"The force said it did not always tell people how it was recording, managing and sharing their information - meaning that many people will not know if they are on the list.

But Police Scotland said there was an "expectation" officers would inform those added to the database that there was concern about their wellbeing."

(<http://www.bbc.co.uk/news/uk-scotland-41335762>)

It would be helpful to have confirmation whether the short life working group on weeding and retention is also considering issues around the process for informing individuals/those acting on their behalf that their details are being added to the VPD.

We would like a clear line on that to include in the FMQ briefing we have prepared for the First Minister, so we would be grateful if you can come back to us with whatever steer you can as soon as possible, and no later than close of play today.

Kind regards,

[REDACTED]
[REDACTED]
Strategy and Ministerial Support Officer
Police Division
Scottish Government
1R St Andrew's House
Regent Road
Edinburgh
EH1 3DG

Tel: [REDACTED]

From: Parliament and Government Liaison
[mailto:ParliamentandGovernmentLiaison@scotland.pnn.police.uk]

Sent: 12 September 2017 08:07

To: [REDACTED]

Cc: Parliament and Government Liaison

Subject: FW: 286/0817 ADVICE PLEASE - WORK ON WEEDING POLICING FOR VULNERABLE PERSONS DATABASE [NOT PROTECTIVELY MARKED]

NOT PROTECTIVELY MARKED

Response attached, sorry for the delay.

*Inspector,
External Liaison & Engagement*

Executive Support
Police Scotland Headquarters
Tulliallan Castle
Kincardine
FK10 4BE

Tel: [REDACTED]

Email: [REDACTED]@scotland.pnn.police.uk
Website: <http://www.scotland.police.uk>
Twitter: @policescotland
Facebook: www.facebook.com/policescotland

From: [REDACTED]@scotland.gsi.gov.uk [mailto:[REDACTED]@scotland.gsi.gov.uk]

Sent: 29 August 2017 15:21

To: Parliament and Government Liaison

Cc: [REDACTED]; [REDACTED]; [REDACTED]@scotland.gsi.gov.uk;
[REDACTED]@scotland.gsi.gov.uk; [REDACTED]@scotland.gsi.gov.uk;
CommunicationsJustice@scotland.gsi.gov.uk; [REDACTED]@scotland.gsi.gov.uk;
[REDACTED]@scotland.gsi.gov.uk

Subject: 286/0817 ADVICE PLEASE - WORK ON WEEDING POLICING FOR VULNERABLE PERSONS DATABASE

Please note email discussion below regarding a recent Fol release on the Vulnerable Persons Database, and a forthcoming briefing to be given to a journalist about this. We understand that work is currently on going within Police Scotland to produce a policy to remove individuals from the VPD, now that it's no longer merely an interim solution (following the cancellation of i6).

Given that this topic has previously been the subject of media and parliamentary interest (and may be again following the recent release), it would be helpful to have a steer from Police Scotland on its current thinking about the likely approach to weeding/the progress of work so far on this issue.

There's not a hard and fast deadline for this, though if it were possible for us to get something from you before the briefing with [REDACTED] takes place on 11 September, that would be helpful.

Kind regards,

[REDACTED]
[REDACTED]
Strategy and Ministerial Support Officer
Police Division
Scottish Government
1R St Andrew's House
Regent Road
Edinburgh
EH1 3DG

[REDACTED]
From: [REDACTED] [mailto:[REDACTED]@scotland.pnn.police.uk]
Sent: 29 August 2017 15:02
To: [REDACTED]
Cc: [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]
Subject: RE: VPD FOI [NOT PROTECTIVELY MARKED]

NOT PROTECTIVELY MARKED

[REDACTED] that is correct. If we are asked the question about retention then we will answer it. I imagine we will be asked as [REDACTED] from BBC will be involved in the briefing and she has some knowledge of the subject. For your awareness this briefing has been pushed back to w/c 11 Sept. at the request of the BBC.

In terms of what that process looks like I would agree the request should go through Exec Support.

regards
[REDACTED]

[REDACTED]s
Corporate Communications
Police Scotland

Direct: [REDACTED]
Corporate Comms: [REDACTED]
E: [REDACTED]@Scotland.pnn.police.uk
Twitter: @PoliceScotland
Facebook: www.facebook.com/PoliceScotland
Website: www.scotland.police.uk

For requests under Freedom of Information please email FOI@scotland.pnn.police.uk

From: [REDACTED]@scotland.gsi.gov.uk [REDACTED]@scotland.gsi.gov.uk]
Sent: 29 August 2017 14:51
To: [REDACTED]
Cc: SPSA Media; [REDACTED]; [REDACTED]; [REDACTED]@scotland.gsi.gov.uk;
[REDACTED]@scotland.gsi.gov.uk; [REDACTED]@scotland.gsi.gov.uk
Subject: RE: VPD FOI [NOT PROTECTIVELY MARKED]

[REDACTED]

Thanks for this. I note that in our earlier email discussion you indicated that Police Scotland is now in the process of producing a policy to remove individuals from the VPD, as it is now no longer an interim solution. Will you be saying anything substantive about that work in the briefing you provide to [REDACTED]?

For our own interests, we'd be keen to understand what the current thinking is there, but I can put a request in separately via the Police Scotland Executive Support Team for some briefing on that, if necessary.

Thanks

[REDACTED]

[REDACTED]
Strategy and Ministerial Support Officer
Police Division
Scottish Government
1R St Andrew's House
Regent Road
Edinburgh
EH1 3DG

Tel: [REDACTED]

From: [REDACTED] [mailto:[REDACTED]@scotland.pnn.police.uk]

Sent: 25 August 2017 11:10

To: [REDACTED]; [REDACTED]; [REDACTED]

Cc: SPSA Media; [REDACTED]; [REDACTED]

Subject: VPD FOI [NOT PROTECTIVELY MARKED]

NOT PROTECTIVELY MARKED

All, the VPD FOI response has been issued this morning to BBC. I've attached the response for your information. We are still awaiting confirmation from the BBC regarding our invitation to them to come in for a briefing alongside the FOI response.

regards

[REDACTED]

[REDACTED]
Corporate Communications
Police Scotland

Direct: [REDACTED]

Corporate Comms: [REDACTED]

E: [REDACTED]@Scotland.pnn.police.uk

Police Scotland's interim Vulnerable Person Database (iVPD) is an incident based database which was approved and introduced nationally in 2013, with a phased rollout which was completed in March 2014. iVPD records information about individuals who are, or are perceived to be, experiencing some form of adversity and/or situational vulnerability which may impact on their current or future wellbeing. The database also records incidents where there has been an immediate crisis response required in respect of adult or child protection; domestic abuse; hate crime; youth offending and is used to record details of victim's rights under Section 8 and 9 of the Victims and Witnesses (Scotland) Act 2014.

iVPD also records details of any perpetrator linked to an incident.

iVPD is not an automatic direct referral to partner agencies. All information submitted is initially triaged and then evaluated by Divisional Concern Hub staff. Concern Hub staff, who are responsible for researching and assessing concern reports, have all been trained in a standard business process which takes cognisance of the principles of the Data Protection Act 1998, ensuring that only information which is relevant, proportionate, necessary and justified is shared.

The identification of concerns at an early stage better enables Police Scotland, and partners, to promote, support and safeguard the wellbeing of individuals and communities and to help keep people safe. It provides an opportunity to provide support at an earlier stage where appropriate to do so and take preventative action to stop low level concerns developing into crisis situations.

Police Scotland is confident that, where appropriate, officers inform persons who they come into contact with who are or are perceived to be experiencing adverse circumstances which may impact on their current or future wellbeing are informed that their details will be added to iVPD.

As per Police Scotland's iVPD Rules, Conventions and Data Standards all users **MUST** complete mandatory e-modules prior to having access to the iVPD. This includes reference to good practice which is to inform individuals that a Concern Report will be completed and may be shared with the appropriate/relevant partner agencies. Officers are advised to speak to with the individual who is or is perceived to be experiencing some form of adversity or situational vulnerability about **how information will be recorded and may be shared with relevant agencies.**

Supervisors are required to complete a half day classroom training course whilst staff within the Concern Hubs are required to complete a one day classroom based training course and additional specialist training. Contained within the training is an explanation of Getting It Right For Every Child (GIRFEC). All officers are also provided with an aide memoire which also contains details surrounding GIRFEC and the associated wellbeing indicators, Adult Protection and the Domestic Abuse Risk Assessment.

Our officers will also seek consent from adults and the views of children where there is a wellbeing concern so that we can work with our partners to ensure that the right support is provided by the right person (or persons) at the right time.

An adult or child and/or parent/carer's view (where appropriate) regarding sharing should be sought and noted by the Police Officers who are recording the concern, ensuring that the individual is not misled into thinking that a disclosure will not happen if they disagree. Concern Hub staff should

confirm this action has been carried out, and take these views into consideration when making a decision to share.

In respect of Child and Adult Protection, there will be occasions where the risk (significant) to the child or adult or other circumstances are such that consent should not or cannot be sought and relevant information retained and shared as appropriate.

It is important that each matter is considered on a case by case basis and that the officer or member of staff involved in the decision to share, or otherwise, is fully aware of the legal gateway that exists to support their decision to share. The decision to share information requires considered professional judgement in which Data Protection Act and human rights are balanced with policing purposes and/or the purpose of partner agencies. Any information the police are considering sharing with a partner agency, must therefore be necessary, proportionate and lawful for the purpose for which it is being shared.

From: Media HQ [mailto:Media.HQ@scotland.pnn.police.uk]

Sent: 30 October 2017 12:07

To: [REDACTED]; Media HQ

Subject: RE: URGENT - REQUEST FOR SIGHT OF POLICE SCOTLAND FOI RELEASE RE VULNERABLE PERSONS DATABASE [NOT PROTECTIVELY MARKED]

NOT PROTECTIVELY MARKED

[REDACTED]

As discussed, yes it was and the response is appended.

Kind regards,

[REDACTED]

[REDACTED]
Senior Communications Officer (Corporate)
Police Scotland
Tel: [REDACTED]
Mob: [REDACTED]

email: [REDACTED]@scotland.pnn.police.uk
www.facebook/policescotland
twitter: @policescotland

From: [REDACTED]

Sent: 30 October 2017 11:55

To: [REDACTED]; Media HQ

Subject: Fw: URGENT - REQUEST FOR SIGHT OF POLICE SCOTLAND FOI RELEASE RE VULNERABLE PERSONS DATABASE

Sent from my BlackBerry 10 smartphone.

From: [REDACTED]@scotland.gsi.gov.uk

Sent: Monday, 30 October 2017 11:52

To: Parliament and Government Liaison

Cc: [REDACTED]@scotland.gsi.gov.uk; [REDACTED]@scotland.gsi.gov.uk; [REDACTED]

Subject: URGENT - REQUEST FOR SIGHT OF POLICE SCOTLAND FOI RELEASE RE VULNERABLE PERSONS DATABASE

[REDACTED]

As discussed, grateful if you can confirm asap whether the basis of this story in The Express is indeed a Police Scotland FOI release, and if you provide us with a copy of the release itself:

<http://www.express.co.uk/news/uk/872465/Scots-details-held-on-police-database-vulnerable-people>

Kind regards,

[REDACTED]

[REDACTED]

Strategy and Ministerial Support Officer
Police Division
Scottish Government
1R St Andrew's House
Regent Road
Edinburgh
EH1 3DG

Tel: [REDACTED]

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Tha am post-d seo (agus faidhle neo ceanglan còmhla ris) dhan neach neo luchd-ainmichte a-mhàin. Chan eil e ceadachd a chleachdadh ann an dòigh sam bith, a' toirt a-steach còraichean, foillseachadh neo sgaoileadh, gun chead. Ma 's e is gun d'fhuair sibh seo gun fhiosd', bu choir cur às dhan phost-d agus lethbhreac sam bith air an t-siostam agaibh agus fios a leigeil chun neach a sgaoil am post-d gun dàil.

Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

This email has been received from an external party and has been swept for the presence of computer viruses.

Our Ref: IM-FOI-2017-1983
Date: 19 October 2017



FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

I refer to your recent request for information which has been handled in accordance with the Freedom of Information (Scotland) Act 2002. Furthermore, I note your request for a review concerning the failure to provide a response within the statutory timescale outlined within the Act.

Consequently, I write to confirm that a decision has now been made, and following your request, please acknowledge this as a response under Section 21 (4) (c) - (Review by Scottish Public Authority).

For ease of reference, your request is replicated below together with the response.

(1) When was the VPD created and what were the statutory vires for its creation?

The Interim Vulnerable Persons Database (VPD) was created in 2013 with national implementation being completed on 1 April 2014, following a phased roll-out across Police Scotland.

The rationale of the VPD reflects the main purposes of Policing as delineated in the Police and Fire Reform (Scotland) Act 2012, to enable the police to improve the safety and wellbeing of people and communities across Scotland. This is achieved by promoting measures to prevent crime, harm and disorder. It is therefore relevant, balanced and proportionate that the personal details of those experiencing some form of adversity or situational vulnerability and perpetrators, where given, are recorded appropriately.

(2) How many individual records of are currently held on the VPD of

(a) adults

(b) children 0-11; and

(c) young people 12-18

The table below provides the number of unique nominals by age category listed on VPD. The age category was identified by subtracting the date of birth against the date of the request, and is correct as at 5 September 2017.

Nominals recorded on iVPD, by age group : Police Scotland

Period: At present date (05/09/2017)

Age group	Number of nominals
1 to 11 years old	131 745
12 to 18 years old	108 645
19 years old and above	550 384
Unknown	24 282
Total	815 056

All statistics are provisional and should be treated as management information. All data have been extracted from Police Scotland Internal systems and are correct as at 05/09/2017.

¹ 'Nominals' here refer to individual persons recorded on iVPD.

Not all nominals are subject of wellbeing or protection concerns. VPD is also used to record victim's rights under Section 8 and 9 of the Victims and Witnesses (Scotland) Act, 2014 and records details of any perpetrator linked to an incident. In addition, a proportion of nominals on the database are classified as No Concern/Not Applicable, but that are necessary and relevant to record (e.g. a parent of a child; details of an interpreter or an Appropriate Adult who assisted communication or a witness).

3) What is the precise statutory definition of 'vulnerable' in relation to the VPD and where can this be found in primary legislation?

The term "vulnerable" is not defined in statute.

4) What are the precise statutory criteria for inclusion of 'vulnerable' adults, children and young people on the VPD?

There are no statutory criteria for inclusion on the VPD, individuals are included where necessary for a policing purpose (as delineated in the Police and Fire Reform (Scotland) Act 2012) and in compliance with the Data Protection Act 1998 and Human Rights Act 1998.

(5) Is third party data (e.g. of family members and/or adults and children associated with 'vulnerable' persons) held on the VPD?

Yes, where it necessary, relevant, justified and proportionate and in compliance with the Data Protection Act 1998 and the Human Rights Act 1998.

(6) How is consent obtained from data subjects (or parents/carers in the case of minors or those without capacity) and any associated third parties for:

- (a) their initial inclusion on the VPD; and**
- (b) any further processing/sharing of their data?**

a) Consent is not necessary for initial inclusion on the VPD; individuals are recorded where it is necessary for a policing purpose.

b) Consent is not always necessary for the sharing of data, however if it is deemed necessary it will be obtained by the officers in person, or by another suitable means in compliance with the Data Protection Act 1998.

(7) Are data subjects always notified of their inclusion on the VPD, or are there legally prescribed circumstances in which they might be added without their knowledge or consent?

Individuals may be added to VPD without their knowledge or consent in certain circumstances, for example where informing an individual would be prejudicial to the prevention or detection of a crime. There may also be circumstances where it is not possible or appropriate to inform the individual of their inclusion due to a serious risk of identifiable harm to that data subject or another individual.

(8) Under what circumstances is the personal data held on the VPD shared with other public or third sector bodies, including GIRFEC Named Persons, and how are data subjects notified of this in the absence of imminent risk to their vital interests?

Personal data may be shared with other public and third sector bodies where it is considered necessary, lawful, justified and proportionate. Information sharing will be assessed for compliance with the Data Protection Act 1998, Human Rights Act 1998 and the common law duty of confidentiality.

Data subjects are notified of Police Scotland's information processing, including sharing, via the Information Charter on the Police Scotland website:

Information Charter - Police Scotland

Where it is appropriate and possible to do so, data subjects will be told in person that their information may be shared, why and who it may be shared with.

(9) How do data subjects access the records held on them, including reasons for their initial inclusion on the VPD and any subsequent data processing/sharing?

And

(10) How can data subjects and/or third parties dispute their inclusion on the VPD?

In terms of section 16 of the Freedom of Information (Scotland) Act 2002, I am refusing to provide you with the information sought. Section 16 requires Police Scotland when refusing to provide such information because it is exempt, to provide you with a notice which:

- (a) states that it holds the information,
- (b) states that it is claiming an exemption,
- (c) specifies the exemption in question and
- (d) states, if that would not be otherwise apparent, why the exemption applies.

I can confirm that Police Scotland holds the information that you have requested and the exemption that I consider to be applicable is set out at section 25(1) of the Act - information otherwise accessible:

"Information which the applicant can reasonably obtain other than by requesting it under Section 1(1) is exempt information"

The information you have requested is publicly available on the Police Scotland website.

To advise, the Data Protection Act 1998 (DPA) covers the whole of the United Kingdom and works in two ways. Firstly, it gives you certain rights as an individual. Secondly, organisations that record and use personal data must be open about how the information is used and must follow the eight principles of the legislation.

This right, commonly referred to as subject access, is created by section 7 of the Data Protection Act. It is most often used by individuals who want to see a copy of the information an organisation holds about them. However, the right of access goes further than this, and an individual who makes a written request and pays a fee is entitled to be:

- told whether any personal data is being processed;
- given a description of the personal data, the reasons it is being processed, and whether it will be given to any other organisations or people;

- given a copy of the information comprising the data; and given details of the source of the data (where this is available).

For more information, please refer to the following link on our website:

<http://www.scotland.police.uk/access-to-information/data-protection/>

In addition, our information charter sets out the standards that you can expect from Police Scotland when we request or hold information.

As you will be aware, personal information relates to living individuals. We need to handle personal information so that we can carry out our policing duties and support functions. We know how important it is to protect people's privacy and to comply with the Data Protection Act. This is how we look after personal information. Concerning this matter, please refer to the following link on our website:

<http://www.scotland.police.uk/access-to-information/information-charter>

This is an absolute exemption and does not require the application of the Public Interest Test.

(11) How can data subjects and/or third parties seek amendment or deletion of their records on the VPD?

In response to this element of your request, please refer to the response at question 9 and 10 above.

(12) How long are individual and third party records retained and what are the arrangements for deletion of records from the VPD?

In terms of Section 17 of the Act, this letter represents a formal notice that information is not held.

To advise, Police Scotland are presently and actively developing a weeding and retention policy which will address arrangements for deletion of records from the VPD. Whilst this process is being undertaken I am unable to provide a response.

(13) How many complaints have been received from members of the public in the past five years in relation to their inclusion (or the inclusion of their children) on the VPD, if possible broken down by the broad nature of complaints (e.g. disputed inclusion, requests for deletion, alleged inaccuracies)?

Having considered your request in terms of the above Act, I regret to inform you that I am unable to provide you with the information you have requested. By way of explanation, the Interim VPD was introduced on 1 April 2014 and prior to this each legacy force maintained different vulnerable recording systems. As such, Section 17(1) of the Freedom of Information (Scotland) Act 2002 applies: notice that information is not held.

With regards to your request since 1 April 2014, I am unable to provide you with the data sought, as it would prove too costly to do so within the context of the fee regulations.

As you may be aware the current cost threshold is £600 and I estimate that it would cost well in excess of this amount to process your request. This is due to the differing methods by which complaints are received and identifying which ones contain references to complaints regarding inclusion on the VPD.

As such, and in terms of Section 16(4) of the Freedom of Information (Scotland) Act 2002 where Section 12(1) of the Act (Excessive Cost of Compliance) has been applied, this represents a refusal notice for the information sought.

Should you require any further assistance concerning this matter please contact Information Management - Glasgow on 01786 895 863 quoting the reference number given.

If you are dissatisfied with the way in which your request has been dealt with, you are entitled in the first instance, and within 40 working days of receiving this response, to request a review of our actions and decisions.

Should you wish to do so, please contact us at the following address, stating what has caused your dissatisfaction and what you require us to review:

Information Management (Disclosure), Police Scotland, Clyde Gateway, 2 French Street, Dalmarnock, G40 4EH - foi@scotland.pnn.police.uk

If you remain dissatisfied following the outcome of that review, you are thereafter entitled to apply to the Scottish Information Commissioner within six months for a decision. You can raise an appeal using the online service at www.itspublicknowledge.info/Appeal or by writing to Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS, or via email at enquiries@itspublicknowledge.info.

Should you wish to appeal against the Scottish Information Commissioner's decision, there is an appeal to the Court of Session on a point of law only.

Correspondence between Scottish Government statisticians and Police Scotland

[REDACTED]

Sent: 31 October 2017 13:04

[REDACTED]

Subject: Hate Incidents - iVPD Checking

[REDACTED]

I'm picking back up on the iVPD hate incidents work now that the sexual crimes research is completed. A while back you showed me the data which could be retrieved from the incidents recorded on the STORM system. I had a couple of questions related to this:

- What time frame are incident details available across the whole of Scotland (or for most divisions) which are accessible centrally at Dalmarnock?
- I was wondering if it's feasible to extract the incident details/updates from the system either from a list of STORM incidents or for a certain time frame. This would be to determine whether there is any 'hate' element in the incident, then possibly locate these within the iVPD if the description suggested there was.

From memory the STORM output may have been in a format similar to this:

Incident no.	Updates	Crime ref?	iVPD ref?
Incident 1	Update 1		
Incident 1	Update 2		
Incident 1	Update 3		
Incident 2	Update 1		
Incident 2	Update 2		
Incident 3	Update 1		
Incident 3	Update 2		
Incident 3	Update 3		
Incident 3	Update 4		
Incident 3	Update 5		

Happy to discuss.

Thanks

[REDACTED]

[REDACTED]

Sent: 11 July 2017 15:47

[REDACTED]

Subject: Hate Crime/Domestic Abuse - iVPD and WebStorm Access

[REDACTED]

Thanks for showing me the information available on the iVPD and WebStorm systems yesterday. As discussed, I think a useful way to proceed would be to begin the research into hate crimes by looking at a sample from the West. This would have the benefit of allowing us to access incident, crime and iVPD information in Dalmarnock.

To carry out this work we would need to access iVPD and WebStorm records, in addition to crime reports which we are already able to access. Would it be possible to organise this? If so, I can draw a sample of incidents from the list provided by **[REDACTED]**.

Another project which would require similar access is the potential look at Domestic Abuse incidents where no crime has been recorded. If this goes ahead it's possible that **[REDACTED]** may be in a position to begin this piece of work before the hate crime research, possibly in early August.

Happy to discuss, and also **[REDACTED]** will be in Dalmarnock tomorrow as well.

Thanks

[REDACTED]

Scottish Government, Victoria Quay, Edinburgh, EH6 6QQ

[REDACTED]

Follow us on Twitter: [@SGJusticeAnalys](#) [@ScotStat](#)

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[REDACTED]

Sent: 19 May 2017 13:08

[REDACTED]

Subject: RE: Hate Incidents - iVPD/STORM Data [NOT PROTECTIVELY MARKED]

[REDACTED]

Many thanks, I've received your other email. I'll start looking at these asap. Have a good weekend!

Cheers

[REDACTED]

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[REDACTED]

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[REDACTED]

Sent: 16 May 2017 13:21

[REDACTED]

Subject: RE: Hate Incidents - iVPD/STORM Data [NOT PROTECTIVELY MARKED]

That's great, thanks.

[REDACTED]

[REDACTED]

Sent: 16 May 2017 13:14

[REDACTED]

Subject: RE: Hate Incidents - iVPD/STORM Data [NOT PROTECTIVELY MARKED]

NOT PROTECTIVELY MARKED

[REDACTED]

We have been doing the quality assurance on the data. Should be ready very soon.

Regards,

[REDACTED]

Police Scotland, 2 French Street
Glasgow, G40 4EH

[REDACTED]

[REDACTED]

Sent: 16 May 2017 12:25

[REDACTED]

Subject: Hate Incidents - iVPD/STORM Data

[REDACTED]

Would it be possible to have an update on the hate data to be used to begin the matching exercise which we have previously discussed?

Thanks

[REDACTED]

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[REDACTED]

Sent: 22 March 2017 12:31

[REDACTED]

Subject: Hate Incidents - iVPD Matching Exercise

[REDACTED]

Now that I'm back from leave it would be good to continue with the plan for iVPD checking. To begin the initial matching exercise (outlined in the attached plan) I was wondering if it would be possible to provide the details of the iVPD incidents marked with at least one hate concern/crime and the details of command/control incidents which use one of the hate codes? In the first instance perhaps from 14-15 and 15-16. The 16-17 data could be passed on following the end of the reporting year.

I'm likely going to be in Glasgow tomorrow and Friday so we could have a chat about it then if you like.



Reviewing Hate
Incidents - March 17.

Cheers

[REDACTED]

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[REDACTED]

Sent: 08 March 2017 15:36

[REDACTED]

Subject: RE: Hate Incident Data [NOT PROTECTIVELY MARKED]

[REDACTED]

Please find attached a starter for ten for taking this work forward. [REDACTED] and I will be in Glasgow tomorrow so if you're free we could perhaps catch up, or on another occasion when we are through.



Reviewing Hate
Incidents - March 17.

Cheers

[REDACTED]

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[REDACTED]

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[REDACTED]

Sent: 03 March 2017 09:48

[REDACTED]

Subject: RE: Hate Incident Data [NOT PROTECTIVELY MARKED]

Just to say thanks for everyone's input on this – it feels like a good plan is coming together.

Like [REDACTED] I'm relaxed at this stage on revisions practice. As part of looking at this in weeks/months ahead – would it be worth testing how much change typically happens to the IVPD information after it has already been entered – i.e. what does the data say about 2016/17 at the start of April 2017 – and what does it say about that same time point one year earlier? Or is this more complicated than the general practice for recorded crime as a whole? (which tends to reduce very slightly over time due to no-criming).

As an aside we currently take the latest data from PS on recorded crime (from SCOMIS) – we just don't back revise it in our National Statistics publication (i.e. we only use the latest reporting year – extracted at the end of that year).

[REDACTED]

Sent: 03 March 2017 09:36

[REDACTED]

Subject: RE: Hate Incident Data [NOT PROTECTIVELY MARKED]

[REDACTED]

Thanks for the meeting. It would be useful to see some of the data from the 4 files you mentioned. In the first instance a snapshot including revisions would be good but

including revisions analysis would seem like a helpful addition. As you say, probably a chat for a bit further down the line

I'll continue to write up a short note of what we discussed on Wednesday and pass it on to you.

Cheers

[REDACTED]

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[REDACTED]

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[REDACTED]

Sent: 01 March 2017 21:13

[REDACTED]

Subject: Hate Incident Data [NOT PROTECTIVELY MARKED]

NOT PROTECTIVELY MARKED

[REDACTED]

Just to let you know that I have been doing some work to advance the data extraction process, following our meeting today. I now have 4 Excel data files covering each of the following: incident data, victim data, accused data and crime data. I just need to code a selection criteria that will ensure only incidents recorded by Police Scotland after April 1, 2014 are reported to you.

One thing we did not discuss was the issue of refreshing or revising data. My plan is to provide refreshed data each time we provide the hate incident data because (a) this is more straight forward, (b) Data Protection means that the data you hold about an individual should be accurate and up-to-date (this is important as you are getting nominal records) and (c) this ensures that any reports we publish present the current position.

We could give consideration to some sort of revisions analysis like we do with crime, but that is for future development.

I hope that this is of some assistance to you.

Regards,

[REDACTED]

Police Scotland, Clyde Gateway
2 French Street

Dalmarnock
Glasgow
G40 4EH

[REDACTED]

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Twitter: [@policescotland](https://twitter.com/policescotland)

Facebook: www.facebook.com/policescotland

Freedom of Information: <http://www.scotland.police.uk/access-to-information/freedom-of-information/>

[REDACTED]

Sent: 24 February 2017 13:16

[REDACTED]

Subject: Hate Crime Meeting

[REDACTED]

Thanks for your help in getting the group 2 records ready for [REDACTED] earlier this week. [REDACTED] mentioned that you thought it would be good to have a chat through your proposal for looking at the data in the iVPD. Would Wednesday 1st March be suitable? With various meetings and leave I think that's the only day next week that [REDACTED] and I are available to come through. If that day isn't suitable we can possibly arrange a date for the following week.

Best wishes

[REDACTED]

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[REDACTED]

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[REDACTED]

Sent: 12 January 2017 16:07

[REDACTED]

Subject: Hate Crimes/Incidents

[REDACTED]

Thanks for meeting today, I found it really useful and will relay our discussion back to the team.

As discussed, I've attached the draft strategy for looking into the quality of the iVPD data. Your thoughts on the most appropriate way to go about this would be appreciated.



Investigating the
quality of i...

Thanks again.

[REDACTED]

[REDACTED]

Sent: 15 June 2017 06:47

[REDACTED]

Subject: RE: Hate Incidents - Data Access

GPMS Classification: NOT PROTECTIVELY MARKED

[REDACTED]

It will depend on how far back you are looking at the incidents. All Divisions, with the exception of Highlands and Islands, are now using STORM MA for incident recording but this has been a gradual move.

If the info is on STORM MA then you can use one terminal to access any Divisional incidents (except Highlands and Islands). For the crime part you will require to visit the relevant area as per the G2 research and iVPD is available via the intranet so that shouldn't be a problem.

If you are progressing this through the APU it may be worth checking with them to see if they choose to arrange access to the incident system or print off the individual incidents for you. I had intended advising IT to de-activate previous access to the crime systems (in the East) following the G2 research but if this piece of work is going to commence soon, I'll just leave as is – do you have an idea approx. when this will be? The next problem may be arranging accommodation to allow this to be carried out so any dates etc would be beneficial at an early stage.

Thanks

[REDACTED]

Fife Divisional Headquarters
Detroit Road
Glenrothes
KY6 2RJ

[REDACTED]

Website: www.scotland.police.uk

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Facebook: www.facebook.com/policescotland

GPMS Classification: NOT PROTECTIVELY MARKED

[REDACTED]

Sent: 14 June 2017 17:06

[REDACTED]

Subject: Hate Incidents - Data Access

Hi everyone

We are at the early stages of a project to look at the coverage and accuracy of hate incidents within the iVPD. As part of the project we will need to look at a sample of incidents and the associated crime reports and iVPD entries.

I was wondering if the incident recording systems are set up in a similar way to the crime recording systems in that you need to be located in the division/area to view the incident details for that area?

Any advice would be appreciated.

Thanks

[REDACTED]

[REDACTED]

Sent: 22 December 2015 11:58

[REDACTED]

Subject: Hate Crime Statistics from iVPD

[REDACTED]

Not sure if [REDACTED] have had a chance to speak to you yet about Hate Crime stats to replace the RI publication. I believe they discussed it last week with [REDACTED] at their catch-up. The initial idea would be for me to investigate some data next week as I am in the office.

During our chat back in August you showed me the iVPD system and I can remember the broad layout and options available. It would be good though to get my hands on some data to see what is possible and what we can publish (rather than go down the RI route again). At the same time however, it would be good to see any documentation or data dictionary type documents you have so that I know the range of fields and values possible (or even Police officer training guides?). Obviously this would be quality permitting as I remember you mentioning that just because the option is there, it does not mean it is well/accurately completed (the example I remember you using was the mental health issues tick-box in Domestic Abuse – the option is there, but it can be difficult for officers to establish at times).

Its hard for me to specify further without seeing it again, so if you are able to send me a subset of the data (e.g. a week or a month), then great! Gives me something to familiarise myself with in the short-term. We can then discuss further next year. If its too hard to pull a sensible subset without further discussion, then no worries. I will actually be in Dalmarnock on 14th January if you are free? We could have a chat to see what steps we need to take to specify a dataset and also what Police Scotland's data sharing protocols are.

Thanks and have a great xmas and new year – hope you have some time off!
[REDACTED]

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[REDACTED]

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[REDACTED]

Sent: 01 August 2016 13:48

[REDACTED]

Subject: RE: Hate Crime Data [NOT PROTECTIVELY MARKED]

[REDACTED]

I've spoken with colleagues about the desire to have the iVPD audit approved by the Force Governance Board in September.

Whilst this isn't ideal in terms of timing – we would be able to work with this if we assume a positive outcome. I envisage [REDACTED] successor will start in post

around the end of October and I have agreement from [REDACTED] new boss that he can return for a few days in November to help the person get to grips with the audit. To that end – when I discover who [REDACTED] replacement is it would be very helpful if their vetting approval could be ready in time for the work to begin – I will make sure they submit a form as soon as possible, so that there are a few weeks before the work commences.

In terms of your paper – just let me know if you need any contributions to the background, purpose etc. This work will give us new insight into the quality of the iVPD data, which is necessary before my team could commit to publishing statistics in this area. I am keen to continue a collaborative approach between us as the work progresses and we collectively consider the next steps and outputs. It may be worth flagging up for the Board the risks of not agreeing to the work. The first is that my team would probably have to formally request racist incidents data for 2014/15 and 2015/16 – a publication we were hoping to withdraw in place of a broader hate-crime product. The second, bigger risk, is that having publicised our intention to investigate moving away from racist incidents to an iVPD-sourced product, there will be the expectation of a public update on the progress made by my team.

If there is anything else I can do to help for the Board then just let me know

Regards
[REDACTED]

[REDACTED]
Sent: 27 July 2016 08:20
[REDACTED]
Subject: RE: Catch Up and Hate Crime Data

[REDACTED]
Hope you had a good holiday!

Before you went on leave I mentioned the prospect of doing some sort of audit on iVPD to give us an idea on how good the overall quality is on Hate Crime incidents before committing ourselves to a publication. The results can then be used to make decisions on the best way to improve data from the iVPD going forward.

[REDACTED] has got agreement in principle for this from [REDACTED] (see below) as I believe [REDACTED] are not currently in the office.

Rough Plan

This e-mail is just to get the ball rolling to see the best way to work this. I see the project being split into two parts:

1) Assess the broad coverage of the iVPD (using a list of STORM incidents with an opening and/or closing code for Hate Crime)

And

2) Assessing key aspects of the iVPD Hate Crime incident by comparing to the relevant Crime record (or incident record if no crime exists).

1st Stage

Concentrating on the 1st of these points. To attempt this linkage I think I require:

- a new cut of the iVPD Hate Crime data for 2015-16 with the (freetext) STORM incident ref no. I will then need to spend some time tidying these up [REDACTED].
- A cut of STORM incidents for 2015-16 for as many police divisions as possible with the ref no, a division (or local authority code) and a closing code (AB08) and/or an opening code (AB-58). Is this data available in this detail?

Once data is cleaned, I can then draw a sample of the iVPD records and attempt to match them deterministically using the STORM incident ref number. To manually match remaining iVPD records that contain no STORM ref number [REDACTED], I may need to access Web STORM to get further details on the incident (e.g. time of incident, location, age and crimes committed). The practicalities of this can be discussed in due course (I did have a Police Scotland user log-in when I completed the HMICS audit last month – so ideally this may still work!)

This methodology is not going to pick up all under/over reporting, but it should hopefully give us a good proxy to the coverage of the iVPD.

2nd Stage

This will require a bit more thought into how we can carry this out without impacting too much on APS's time, but we could follow the same process as the Common Assault project which ran successfully.

I will give you a phone Wednesday afternoon to get your early thoughts on this. [REDACTED] will be in Dalmarnock on Thursday and we can always discuss in person if that makes sense.

Many thanks
[REDACTED]

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[REDACTED]

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[REDACTED]

Sent: 21 July 2016 15:09

[REDACTED]

Subject: FW: Catch Up and Hate Crime Data

Importance: High

[REDACTED]

Thanks a lot for the chat about the iVPD work. For info here is the email I sent

[REDACTED].

Cheers

[REDACTED]

[REDACTED]

Sent: 13 July 2016 15:50

[REDACTED]

Subject: Catch Up and Hate Crime Data

Importance: High

[REDACTED]

I left a message on your answer phone earlier. I was hoping we could meet as soon as possible to discuss the work **[REDACTED]** has been doing on Hate Crime data from the iVPD. This was originally undertaken to support the transition away from the racists incidents data collection – but has recently taken on a higher profile at this end given the perceived impact of the Brexit vote on levels of hate crime.

As the iVPD doesn't have the same quality assurance structure as police recorded crime, **[REDACTED]** has proposed we do some quality assurance work to measure –

1. The % of hate-crime related incidents that are making their way into the iVPD (hopefully most if not all!) and
2. If the key details of those incidents and crimes are being recorded correctly in the iVPD (in the first instance this would be the number and type of crimes, hate group (race, religion etc.) and the reason the complainer was targeted).

[REDACTED] spoke through all this work with **[REDACTED]** before he went on leave – and **[REDACTED]** suggested we speak to you for approval to carry this out (the outcome of which would determine any thoughts about a hate crime statistics publication). Logistically it probably won't be too challenging as **[REDACTED]** already has vetting approval – but happy to talk through this further.

We have an added complication that **[REDACTED]** has been offered a temporary promotion and may only have 3 to 4 weeks left in my team – with a 2 to 3 month gap

before I get a replacement. So it would be great if we could maximise how much of this work [REDACTED] (and myself were relevant) can do before he leaves.

I'm currently free all day tomorrow or Friday if you had any time to meet – I can come through to Glasgow or failing that happy to talk over the phone.

Regards
[REDACTED]

[REDACTED]
Sent: 22 June 2016 10:06
[REDACTED]
Subject: STORM Incident system

[REDACTED]

Looking for some help. **Who is the best person to speak to about getting statistics from the STORM incident system?**

Request:

I know that when people call PS an incident is created, and opening call codes and then disposal codes are applied to the incident.

I am looking for some statistics based on these codes. In particular:

- How many incidents are raised with a code of AB-58 (Hate Crime)
- How many incidents are closed with a code of AB08 (Hate Crime)
- How many have both AB-58 and AB08.
- For all three of the above counts, how many have an SCO1 (crime report) and how many have SC02 (no crime report).
- How many incidents have an iVPD record linked from them (not sure if this is recorded or not and also aware that it covers more than just Hate Crime).

Any idea if this information is held centrally and how easy it is to pull out for 2014-15 and 2015-16?

Caveats: I know that some calls will be raised with a Hate Crime code but then turn out not to be hate crime related, likewise some Hate Crimes will not be assigned a HC code but a homicide/theft/assault code etc (but will still end up in the iVPD). However it may be an interesting proxy for me to look at when considering the iVPD data.

Thanks
[REDACTED]

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[REDACTED]

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Reviewing hate incident data in the iVPD

Data availability

Available datasets from the iVPD:

- 1) Hate incidents
- 2) Victims – including characteristics
- 3) Accused – including characteristics
- 4) Hate crimes by aggravator (religion, race, disability, sexual orientation, transgender)

To ensure the full breadth of hate incidents in the iVPD are captured in dataset (1). It will consist of incidents where there is:

- Hate concern flag, and/or
- Victim hate concern, and/or
- Crime with hate aggravator.

The four datasets should be treated as separate entities. At present they should not be compared and contrasted due to the way the way iVPD is set up.

The limitations of each dataset will need to be made very clear to users when communicating analysis. Initially we would be looking to publish high level statistics from these datasets such as:

- Number of hate-related incidents, broken down by hate group
- Number of people targeted, broken down by age, gender and reason for being targeted (perception of perpetrator)
- Number of accused, broken down by age and gender
- Number of crimes/charges, broken down by hate aggravator

Quality Assurance - Stage 1

Before analysing and publishing from the datasets mentioned above we would like to get a better understanding of the coverage of the iVPD with regard to hate incidents.

To estimate the level of underreporting we will carry out a matching exercise between the incident numbers from Police Scotland's command/control data (CC) and the incident numbers of the hate incidents identified in the iVPD (dataset (1)). The CC data will be comprised of incidents with initial and/or closing/disposal code for hate.

As the incident numbers are entered into a free text field there will be some inconsistency in formatting. Therefore, the process will have several steps:

- Step 1 - Automatic matching of CC and iVPD incidents.
- Step 2 - Attempt to clean data where no link has been made, and carry out further automatic matching.

- Step 3 - Manually match remaining incidents where possible using other information such as date, location, and crimes.
- Step 4 - Check whether the incidents that have no link are valid hate incidents by reviewing the records (possibly by taking a sample, depending on volume)

Estimating the proportion of records that have no link to iVPD (and are valid hate incidents) will give an indication of the rate of underreporting in the iVPD.

Quality Assurance - Stage 2

Stage 1 will give us an estimate of how well the iVPD covers the extent of hate incidents in Scotland. To ensure we have an indication of the accuracy of the underlying data we would propose carrying out a review of a limited number of incidents to ensure they have been recorded correctly.

This would involve checking how well the iVPD information matches against the incident information and crime report(s) where appropriate. This more in depth review could be run as a pilot for certain areas of Scotland to give an indication of the level of accuracy within the iVPD.

We would check that the details of incidents and any related crimes have been recorded in the iVPD, ensuring that the appropriate hate concerns have been flagged. We would also check that the details of the victims were consistent.

Project outline:

March/April 2017 - Complete QA Stage 1.

April/May 2017 - Complete QA Stage 2.

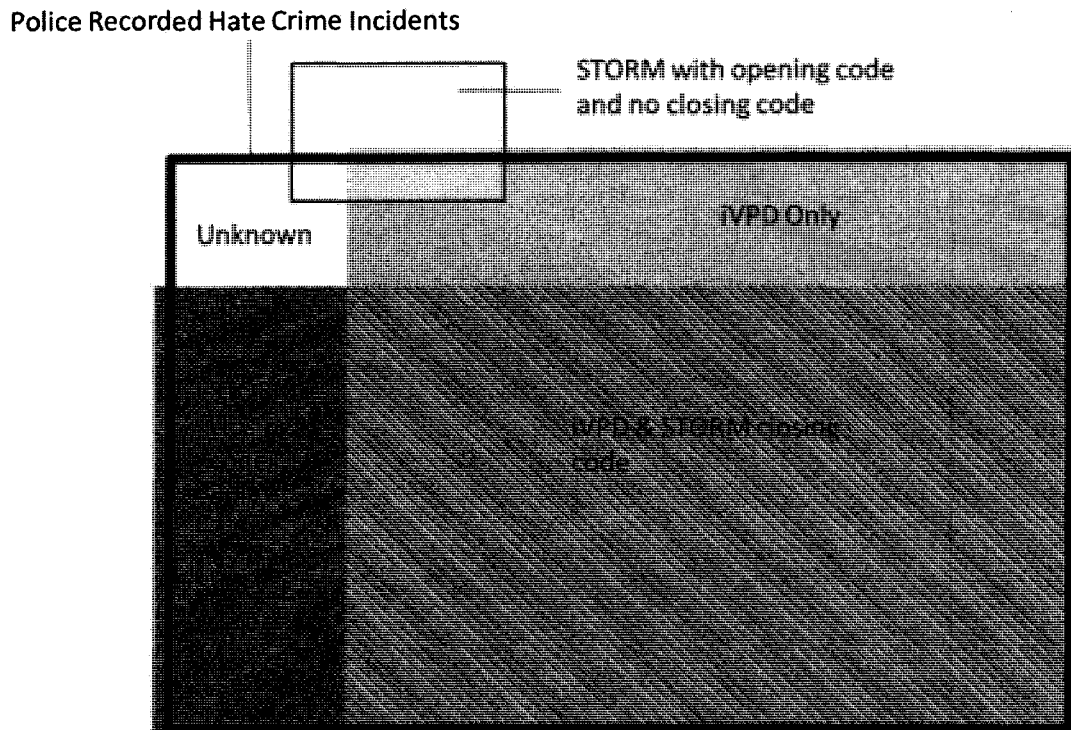
May/June 2017 - Announce to users intention to publish hate incident data, if the Scottish Government and Police Scotland are content with the results of the QA.

July/August 2017 - Complete analysis of the underlying data in the iVPD during parliamentary recess.

Late September 2017 - Following publication of Recorded Crime in Scotland 2016-17 publish high level statistics from the iVPD, covering 2014-15, 2015-16 and 2016-17.

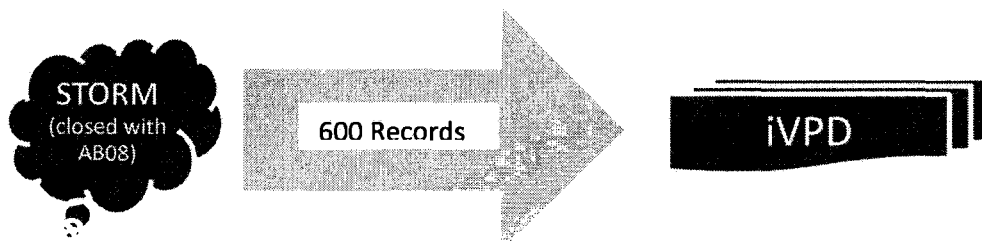
Early 2018 – Ensure a plan is in place for the publication of data from 2017-18 onwards.

Investigating the Quality of the iVPD data



Stage 1 – STORM Hate Crime Incident check

- Take a sample of incidents from the STORM incident management system with a closing code for Hate Crime (AB08) and check to see if they are logged on the iVPD.



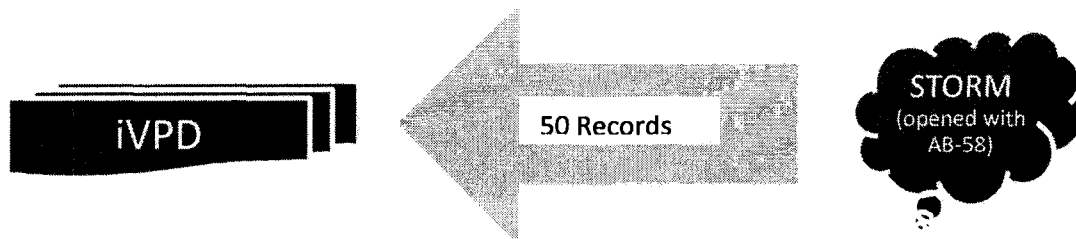
The quality of capture does not need to be checked at this stage as this will be done in detail during Stage 3 below. This process will be done in the following steps:

- Step 1 - Take a random sample (possibly stratified by division) of STORM incidents – roughly 600 (10% of 2015-16 incidents).
- Step 2 - Where possible, link them deterministically to iVPD records using the STORM ID (of the form SP-20160101-1234). It is estimated that in iVPD, roughly 50% of records have a valid STORM ref no, and a further 25% will have a valid ref no once the data is cleaned.
- Step 3 - The remaining 25% of incidents that do not link, will need to be manually matched using the incident date and key information such as location, and crime (which can be obtained from WebSTORM).
- Step 4 - The proportion of records that have no link to iVPD (and are valid Hate Crime Incidents recorded in STORM) will be the (minimum) rate of underreporting in the iVPD.

- Step 5 – Bonus check - If the process can be automated, incidents can be checked to see if a Crime Report is included (SC01 closing code) in STORM. This can then be cross referenced with the iVPD to establish if a Crime has been captured.

Stage 2 – STORM non-Hate Crime Incident check

- Take a sample of incidents with an opening code for Hate Crime (AB-58), but not a closing code of Hate Crime (distinction will need to be made between incidents that are still open and those that are closed) and check to see if they are logged on the iVPD .



- Step 1 - Take a random sample (possibly stratified by division) of STORM incidents that were opened with AB-58, but not closed with AB-58 – roughly 50 incidents (but depends on size of population).
- Step 2 - Where possible, link them deterministically to iVPD records using the STORM ID (of the form SP-20160101-1234). It is estimated that in iVPD, roughly 50% of records have a valid STORM ref no, and a further 25% will have a valid ref no once the data is cleaned.
- Step 3 - The remaining incidents (ideally all of them) will need to be manually checked to establish:
 - A) Was the incident a Hate Crime
 - B) if it was a Hate crime then was it included in iVPD.
 Ideally, incidents will not satisfy A) above.
- Step 4 – All records that are either linked at Step 2 or satisfy A) and B) above, are already in the iVPD. This can be compared with incidents that passed A) only. The proportion of records that have no link to iVPD (and are valid Hate Crime Incidents recorded in STORM) can be added to the rate of underreporting in the iVPD.

Summary of Stage 1 and 2

- **Aims** - Stage 1 and 2 above will give us a broad indication of what proportion of Hate Crime incidents are captured in iVPD. The above processes can only be carried out for Police Divisions that have rolled out and are using the STORM incident management system.
- **Requirements** – To complete these two stages we require:
 - A list of all incidents recorded in the STORM incident management system opened and/or closed with codes AB08 and AB-58. All closing codes should be attached if possible.
 - A list of all iVPD records with STORM incident reference number variable (free text variable).
 - Access to WebSTORM software to manually check incidents that don't link deterministically.
 - Access to iVPD dataset (for manually matching) and a Laptop to record results.

Stage 3 – Sample iVPD Records for Quality Assurance

- Take a samples of iVPD records and compare the content of the entries with their written Crime Report / STORM incident report. The write-in free text of the iVPD may also be useful for checking if the CR is not readily available or unclear.



- Step 1 – Take a random sample stratified by Hate Crime element, (100 for Race & Sexual Orientation, 75 for Religion and 50 for Disability and Transgender, 375 in total accounting for roughly 7.5% of incidents in 2015-16)
- Step 2 – Take a small targeted sample that will pick suspect cases e.g. ones with missing data or abnormal results.
- Step 3 – Each incident needs to be checked one at a time. It can be linked to either the STORM incident management system or the Crime Report using the free entry text boxes in the iVPD. Crime Reports will need to be accessed on either local systems around the country or by viewing a print out, similar to the Common Assault project.
- Step 4 – Once a link has been made the following information can be checked. This can be done in a phased approach with Phase 1 and Phase 2 essential before any planned initial publication:
 - Phase 1 – Assess that Hate Crime categories and reasons why people were targeted is recorded correct (e.g. a Racist incident recorded when victim was targeted for their 'accent' and being 'Polish'). The incident date should also be checked.
 - Phase 2 - Assess that a crime record exists and has been captured correctly i.e. if an iVPD has a crime attached, this should be included on the STORM incident system and vice-versa. Crime Records should record the same crime(s) as the iVPD (e.g. if two crimes occurred, both should be in the iVPD)
 - Phase 3 – Assess the Crime Records to establish the relationship between Victim/Complainer/Witness/Police Officer and what is recorded if multiple

crimes are recorded. This information is important to establish interactions before we publish any victim attributes.

- Phase 4 –Assess victim and perpetrator attributes (as well as anything else we want to publish).

Summary of Stage 3

- **Aims** - Stage 3 above will give us a broad indication of what the quality of captured records is. The above processes can be carried out for all Police Divisions assuming we can get access to Crime Records.
- **Requirements** – To complete this stage we require:
 - Access to WebSTORM, and a corresponding Crime Reports of incidents we intend to audit (either electronically or printed out).
 - Access to iVPD dataset and a Laptop to record results.