

Personal Details - System Recording Requirements

Contents

Policy Statement	2
Principles	2
Additional Information	4

Policy Statement

Summary

This policy is designed to ensure West Yorkshire Police (WYP) have accurate contact and next of kin details for all police officers and police staff. This ensures that access to contact details are readily available for a spontaneous event to ensure business continuity. Contact may be used to seek an individual's expertise or to enable managers to contact Officers or Staff next of kin.

This will be a robustly managed policy and staff will only be contacted if there is no other option available.

Scope

This policy applies to all police officers and police staff.

Principles

General

- Personal details should be kept up to date on the HR system by the individual.
- Details recorded on the HR System will be transferred to other systems such as Payroll, Pensions and CARM.
- Access to the CARM system information is only available to the Force Planning Unit and the senior officer covering the 24 hour cadre duties.
- Some specialist areas of the Force are exempt and not viewable by anyone on CARM apart from specific nominated persons.
- Details recorded on the HR system are the same as those on CARM but will, also, include next of kin details, which are maintained for welfare purposes only.
- Line Managers have access to the details of all those officers and staff that they line manage on the HR system as they will need this to support individuals when on sick leave, maternity etc.
- Individuals are responsible for ensuring the accuracy of their information on the Force systems so they can be contacted in circumstances that are deemed necessary.

Contact Reasons

- Those individuals who have access to the contact information are responsible for ensuring that all individuals are only contacted using the CARM details for the following reasons:
 - Informing individuals of urgent court warnings;
 - Informing individuals of urgent welfare concerns;

- Warnings individuals of alternative working locations or exigencies of duty;
 - Urgent requirement for individuals with specific skills; or
 - There is a need for additional individuals, in operationally urgent or emergency situations.
-

**Protection of
Personal Details**

- This information will not be passed onto a 3rd party or any person outside of the organisation.
 - This information will not be discussed freely or passed onto other colleagues, other than for policing purposes.
 - Personal data, such as personal contact number and address details, should not be recorded elsewhere such as on dry wipe boards, personal diaries, or written nominal reports.
 - Any misuse or abuse of personal data, including inappropriate use of information held on the CARM system, may result in:
 - Disciplinary action being taken against the individual;
 - Legal action against the Force and/or the individual; or
 - Severe damage to the reputation of the Force.
-

Additional Information

Compliance

This policy complies with the following legislation and guidance:

- Business Continuity Guidance
 - Crisis Management Plan
 - Data Protection Act 2018
-

Further Information

Further guidance in relation to this policy can be sought from:

- The CARM guidance documents at the bottom of the HR Systems Support CARM page that can be accessed. The Updating Contact Details and Validation guide is the document in relation to this policy.
-