

Dated: 21/7/2024

POLICY TITLE: Data Quality

OWNING DIRECTORATE: Information Management

AUTHOR: Data Management Assessment Team (DMAT) Manager, Information Management

CONTACT DETAILS: 101

EQUALITY IMPACT ASSESSMENT: Complete

AUTHORISED PROFESSIONAL PRACTICE (APP) NATIONAL GUIDANCE:
Available

AIM OF POLICY: To ensure that information obtained and held by Northumbria Police, be it in electronic format or hard copy document, meets the criteria of being accurate, adequate, relevant and timely and is thereby in alignment with Authorised Professional Practice: Information Management and consequently fit for purpose.

BENEFIT OF POLICY: It establishes a point of reference for staff, setting out the data quality principles within Northumbria Police and will assist in ensuring that critical decisions are based on reliable and complete information.

REASON FOR POLICY: Northumbria Police is committed to the principles for managing information as laid out in Authorised Professional Practice: Information Management.

Northumbria Police will ensure that a professional and consistent approach is maintained when collecting and recording information, and that a high standard of information is input into its systems. This is essential for ensuring that the correct links and associations can be made and for effective searching.

All Northumbria Police records / police information will comply with the data quality principles, as set out in APP: Information Management, of being:

- Accurate
- Adequate
- Relevant
- Timely

All staff will:

- Apply data quality principles to all police information which will ensure information is recorded for a policing purpose in the appropriate format for the business area in which it is held.
 - Ensure checks are made to avoid creating duplicate records.
 - Ensure links are made to existing records.
 - Ensure correct Government Security Classification marking.
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SOURCE DOCUMENT: Police Information and Records Management: Codes of Practice 2023, Government Security Classifications - May 2018, Authorised Professional Practice: Information Management.

GROUPS AFFECTED: All officers and staff.

ACCESS AND DISCLOSURE RESTRICTIONS: None
