



Leicestershire Police

Research Requests Policy and Procedure

Policy Owner:	Head of Corporate Services
Department Responsible:	Corporate Services
Chief Officer Approval:	Deputy Chief Constable
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Review log

Date	Minor/Major or No Change	Section	Author
August 2013	Re-write	All	Insp Duncan Malloy
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POLICY

Statement

The Force receives applications from both internal and external sources to carry out research. These sources include students, academic bodies, journalists, police officers, and police staff, both from this Force and from other forces.

Leicestershire Police also commissions its own research, both internally and externally.

Aim

The aim of this policy and supporting procedure is to:

- Provide a fair, transparent, and consistent structure for managing research requests to the Force, regardless of their source.
- Ensure that research meets Leicestershire Police requirements and objectives and has appropriate Force sponsorship.
- Give a clear understanding to both the public and all members of the Force (police staff and police officers) regarding the Force's position on assisting researchers.
- Ensure that the resource implications associated with dealing with research requests are not excessive, onerous, or costly.
- Provide appropriate governance of the process to ensure the research and its outcomes are correctly managed.
- Ensure privacy legislation¹ is complied with at all times.

Scope

Academic or professional research can be defined in several ways, but all definitions suggest that it is a systematic investigation into a problem or situation, with the intention of identifying facts and/or opinions that will assist in solving the problem or addressing the situation.

The Research Application should include the scope of the study, detailing the extent of the research, the research area, and the parameters within which the study will operate. It should also clearly state any areas that will not be covered.

The scope should describe the Force data² the researcher intends to use or information from members of the Force they hope to acquire, in order to discover, interpret and

¹ Data Protection Act 2018, General Data Protection Regulation 2016/679, Human Rights Act 1998, Computer Misuse Act 1990, Common Law – Duty of Confidence

² This may include operational, personal, special category personal data, criminal conviction data as well as opinions expressed by members of the Force.

document their findings. The outcome of the research should offer significant benefits to the Force.

The Force will look more favourably on supporting research applications that have substantial and measurable benefits to Leicestershire Police³. Consideration will also be given to the level of resourcing required to support the researcher and the degree of administration necessary to enable the research.

This Policy and Procedure covers research applications submitted by:

- **External applicants** requesting access to members of the Force and/or Force data in order to undertake research.
- **Researchers or institutions** commissioned by Leicestershire Police to carry out research on behalf of the Force.
- **Members of the Force** wishing to use Force data to pursue a privately funded course to obtain a recognised qualification.
- **Members of the Force** wishing to use Force data to pursue a police-sponsored, externally delivered course to attain an academic or recognised professional qualification.

Exclusions

This Policy Procedure does not cover:

- **Requests made under the Freedom of Information Act 2000** – Any requests for information under this Act should be forwarded to foi@leics.police.uk
- **Requests for the results of an audit**, either commissioned by the Office of the Police and Crime Commissioner (OPCC) or an internal or external audit undertaken on the Force.
- **Requests for Force data accessible and in the public domain**, e.g. local crime statistics. Applicants should be directed to this information where relevant.
- **Benchmarking requests from other forces** – These should be directed into a single email and then forwarded to the relevant business owner(s) to answer the request.
- **Media requests.**

³ In line with HO Circular 48 /1995

Legal Basis

Any use of Force data must be processed in compliance with privacy legislation. It is an offence under the Data Protection Act 2018 and the UK General Data Protection Regulation 2016/679 for any member of the Force to obtain, procure, disclose, or sell personal data.

Force data is collected either for, or in connection with, the 'policing purpose' or for the administration of the Force (e.g. employment, occupational health, or financial purposes).

It is therefore imperative that any Force data processed as part of a research application has the approval of the Chief Constable as the controller⁴, ensuring that appropriate safeguards are in place before the research commences. Wherever possible, depending on the nature of the research, Force data will be depersonalised through anonymisation or pseudonymisation.

For the avoidance of doubt the processing of any Force data must be in compliance with: -

- The Data Protection Act 2018
- The UK General Data Protection Regulation 2016/679
- The Computer Misuse Act 1990
- The Human Rights Act 1998
- The Official Secrets Act 1990
- The Copyright, Designs and Patents Act 1988

Record Management

To ensure research is managed in compliance with the above legislation, the following records are maintained:

Log of Research Requests

- The Force will maintain a centralised log documenting.
 - All applications received by the Force.
 - Applications approved and not approved.
 - Details of the Force Sponsor (Business Owner)
 - Details of the Force Single Point of Contact (SPOC), where applicable

⁴ controller means the natural or legal person, public authority, agency, or other body which, alone or jointly with others, determine the purposes and means of the processing of personal data.

Research Documentation File

For each approved or declined application, the Force will retain a complete record of relevant documentation, including:

- Research Application (all versions)
- Email communication with the applicant
- Ethical Approval form from the applicant's academic institution
- Data Processing Contract (DPC) and/ or Confidentiality agreement, where applicable
- Relevant appendices submitted by the researcher (e.g. consent forms, participant information sheets)
- The final research paper.

Monitoring

This policy and supporting procedure will be reviewed annually by the Research Panel to ensure compliance.

PROCEDURE

Contents

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1. Introduction

Research is regularly undertaken within Leicestershire Police. This can originate from applications to the Force, from individuals or organisations, either internally or externally.

All research applications shall be assessed by the **Research Panel**, which is responsible for determining whether a proposal is authorised. Decisions must be made in a fair, transparent, and balanced manner, and recorded appropriately.

In reviewing each application, the Research Panel shall determine whether the proposed research offers demonstrable benefits to Leicestershire Police, particularly in relation to improving, developing, or enhancing ways of working.

Research requests submitted by members of Leicestershire Police who are undertaking **professionally recognised qualifications**, directly linked to their role, and **funded by the Force**, will be prioritised to maximise organisational value.

The default position shall be that research will **not** be authorised unless the demonstrable benefits to the Force outweigh the resource implications, including staff time, administration, and support requirements.

Where a research request is approved, the applicant may be required to meet any associated costs. Any such costs will be outlined to the applicant prior to commencement.

2. The Process

2.1 Research Request

A **Research Request** is an application to undertake research involving Force data and/or the experiences of members of the Force, with the intention of documenting findings in a research paper or equivalent output.

Research may be conducted through various methods, including but not limited to:

- Work placements within the organisation
- Consensual face-to-face interviews with members of the Force or members of the public who engage with the Force.
- Surveys or questionnaires issued or directed towards members of the Force.
- Acting as a data processor on behalf of the Chief Constable.

2.2 Research Application

2.2.1

All applications must be supplied on the form '**Application to Undertake Research**' – the form is available for external readers via institutions or emailing our Research Requests mailbox (researchrequests@leics.police.uk), and on the Force Intranet [here](#).

Where the research proposal includes a survey or interview element, applicants must provide a copy of the full question set at the point of application, draft question sets can be accepted. Applicants are advised to consult the College of Policing guidance on: [Constructing questionnaires](#) and [Conducting Research Interviews](#) to assist in maximising your application.

Completed applications must be submitted by email to researchrequests@leics.police.uk.

All correspondence and documentation will be stored centrally within the Research Management folder. A register of all applications will be maintained and updated by the **Service Improvement Support Officer (SISO)**. Each application will be assigned a unique reference number, and an individual folder will be created to store all associated communication and documents.

2.2.1

Where an applicant subsequently requires access to Force data (as distinct from personal experiences of Force personnel), the SISO shall refer the request to the **Information Management Section** for assessment at the earliest opportunity.

2.3 Research Panel Consideration

2.3.1

Research Panels shall convene **at least six times per year** to review submitted applications.

2.3.2

The **Chair of the Research Panel** (see Appendix 1) holds final decision-making authority for all research applications.

2.3.3

Applicants will be notified of the Panel's decision within **seven working days** of the meeting at which their application was considered.

2.3.4

If, after approval in principle, the applicant proposes any amendments to the research project, the revised proposal must be **resubmitted** to the Research Panel for a further determination before proceeding

2.3 Vetting

2.3.1 Any researcher who requires access to Force data or police premises must obtain the appropriate level of security vetting prior to commencing any research activity. The level required should be sought from the Security Vetting Section within the Force, who will provide the necessary advice.

The vetting level is usually determined by the type of data requested or required in order to carry out the research.

2.3.2

Vetting must be successfully completed **before** access is granted to:

- Police officers
- Police staff
- Police premises
- Force systems
- Force data

Please note depending on vetting level, it can take up to 4 weeks to complete.

2.3.3

Where applicable, the cost of vetting will be charged to the applicant. Current charges (as at April 2024, inclusive of VAT) are:

- **NPPV 1 – £90**
- **NPPV 2 – £210** (regardless of whether urgent or not)
- **NPPV 3 – £300**

For further information, please see the [Vetting Guidance Document](#)

2.4 Additional Charges (if applicable)

Where a proposal is approved, additional costs may apply. Any such costs must be agreed between the Force and the applicant prior to the commencement of the research.

Charges may be applied for:

- Staff time (e.g. preparing Data Processing Contracts, extracting information/data, supervising the researcher)
- Administrative resources (e.g. photocopying, printing, mileage, postage)

The applicant will be responsible for meeting any charges associated with the research activity.

2.4 Ethical approval

Where the researcher is affiliated with an academic institution, **ethical approval must be obtained** from that institution **before** the Force will approve the research application.

The researcher must provide evidence of ethical approval upon request by the Force.

2.5 Data Processing Contract

A **Data Processing Contract (DPC)** is used when academic institutions and /or the researcher processes Force data. The DPC constitutes a formal agreement between Leicestershire Police and the academic institution and/or researcher, setting out the terms under which Force data may be processed.

A DPC is required where:

- On behalf of Leicestershire Police for the purpose of undertaking surveys or carrying out academic/professional research; or
- When the intention is to give direct access to Force systems or data for the purpose of undertaking research or
- Where the Force provides the relevant Force data to the researcher in order to undertake research

2.6 Confidentiality Agreement

A **Confidentiality Agreement** may accompany the DPC or be issued as a standalone document where required.

This agreement ensures that any processing or accessing of personal data is carried out solely for research purposes and confirms the research is a separated obligation from their role as a member of the Force as stated below:

**** Force personnel who undertake a role that they believe supports academic studies must ensure that a clear distinction between their operational duties and academic activities is drawn between the two. They must NOT assume that access to Force data for operational purposes automatically permits its use for their own or anyone else's academic work. ****

Both the DPC and the Confidentiality Agreement (where required) must be completed and signed **before** the researcher is granted access to:

- Police premises
- Members of the Force
- Force data

2.7 Consent

The **DPA 2018** and the **UK GDPR 2016/679** has introduced a higher standard of 'consent'.

This means that for consent to be valid it must be freely given which means the data subject must have a real choice and control as to how their information will be processed. If the data subject feels they have no real choice, feels compelled to consent or will endure negative consequences if they do not consent, then consent will not be valid.

Furthermore, consent needs to be specific, informed and there should be an unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal relating to him or her.

It is strongly recommended that all Force data processed for research purposes is **anonymised** wherever possible. This process shall be overseen by the **Force Sponsor** and/or the **Force Single Point of Contact (SPOC)**.

The **Information Officer** sitting on the Research Panel will advise on the potential risk of processing Force data relating to identifiable individuals, for research purposes and recommend the appropriate technological and organisational safeguards which must be put in place to protect data subjects.

3. Data Provisions

Data used in research project may not always be of personal/operationally sensitive data, however it is important to understand potential challenges that can occur:

- Actual observation and monitoring of operational policing including tactics.
- Where data subjects can be identified.
- Where the Force personnel are unable to extract the data (expectations of the Researcher exceed Force capability).

- Where information is protectively marked under the Government Protective Marking Scheme.
- Information received in confidence or subject to the Official Secrets Act 1989 or other legal restrictions on disclosure.

Unless the Force Sponsor presents a strong case to the Research Panel on why the project should go ahead, any access to case papers, witness statements, video recordings, photographs, and case notes etc will be denied.

In all cases it is necessary for the Force to limit access to the minimum amount of information required to fulfil the research request.

4. Police Constable Degree Apprenticeship (PCDA)

For the Police Constable Degree Apprenticeship (PCDA) all third year students are required to complete a research project.

Where possible, the provision of suggested titles and use of existing Force data for research will be administered by the Service Improvement Support Officer (SISO). The SISO will confer with the Information Management Department, the Performance Team, and De Montfort University to ensure compliance with privacy legislation alongside this policy and procedure.

All students are subject to completing a Data Processing Contract and/or a Confidentiality Agreement to clarify the use of Force data before the data is shared.

5. Force Sponsor

Each area of research will require a Force Sponsor. This is a member of the Force either identified by the researcher, or by the Research Panel, who supports the area of research. They will oversee the management of the researcher (internal or external); the research being undertaken and liaise with the SPOC (where one has been assigned).

Force sponsors should: -

- Represent the area in which the research will be undertaken; or
- Have specialist expert knowledge of the research subject area.
- Provide help and support to the researcher and the Force Single Point of Contact (SPOC), if one has been assigned.

Role of the Force Sponsor include: -

- Working in conjunction with the Vetting and Disclosure Department to ensure completion of the vetting forms, if required, to ensure vetting to the correct level.

- Working in conjunction with the Information Management Department to ensure the completion of the DPC/Confidentiality Agreement, if required.
- Ensuring the Researcher complies with the DPC, or any other requirements placed on the Researcher e.g., ensuring only anonymised data is processed.
- Ensuring no personal data owned by the Chief Constable, is removed from police premises.
- Ensuring any device used by the Researcher is encrypted, including removable media, if such use is permitted under the DPC or any other agreement put in place.
- Ensuring an Induction into the organisation has been provided by the Information Management Department.
- Checking and management of the research, including interim reporting.
- On completion of the research, viewing and sending the final outcome to the [Research Requests](#) Inbox for publication.

5.1 Single Point of Contact

In addition to the Force Sponsor, the Research Panel or indeed the Force Sponsor, may consider it appropriate to recommend a Single Point of Contact (SPOC) to oversee the day-to-day management of the research and researcher. The decision will be based on the role of the Force Sponsor, the extent of the research, the granularity of the Force data subject of the research and the supervision required to support the researcher.

The SPOC will act as the liaison between the researcher, the SISO, the Force Sponsor and if necessary, Information Management. Answering any queries, providing the appropriate Force data and raising any issues of concern, regarding the research.

The SPOC will play an important advisory role:

- When managing the researcher (internal and external)
- Where the researcher has been permitted to interview members of the Force

In respect to the latter, the SPOC will ensure interviewees are reminded to ensure their answers are appropriate, do not bring the Force into disrepute or result in unlawful disclosure of Force data (personal or operationally sensitive).

For further information, please see the [Briefing Sheet](#) for Force Sponsors/SPOCs Appendix A

6. The Research Panel

The Research Panel will consist of: -

- Superintendent (Corporate Services) (Chair)

- Community Engagement and Research Manager (Corporate Services)
- Service Improvement Support Officer, (Corporate Services)
- Head of Professional Standards
- The Information Officer (Information Management Department within Corporate Services)
- PCDA Lead
- Head of Human Resources
- Unison Representative
- Additional members of the Force who will add value to the discussion and decision-making processes.

The panel will base its decision regarding the application on:

- The value the research adds to the policing of Leicestershire, either through increased knowledge or improved service delivery.
- The viability of the research.
- The organisation's commitments in time and resources.
- Whilst applications are welcome throughout the year; there may be occasions within the initial triage period whereby it is not feasible to present the application to the research panel, should an application be received in the week prior to a panel meeting.
- There may be occasions where a research application can be expedited prior to a Research Panel meeting to meet an applicant's deadline. In such cases, the SISO will consult with Information Management and the Panel Chair to determine whether expectations can be met.
- Data requests which are of a timely nature; will require careful consideration by the research panel. If data extraction is assessed and is likely exceed the 18-hour cost of compliance threshold which mirrors the Freedom Of Information process within Leicestershire Police, the research will be deemed as not beneficial to the Force and available resources.

The Panel will further consider:

- Whether the plan meets the standards set by this policy and procedure; and
- Any potential risks to affected participants and services.
- When necessary, seek further advice from the area, subject of the research request, to establish the value of the research.

- Whether the research requires access to Force data.
- The level of vetting required.
- The parameters of any DPC required,
- Any charges to be made.

The Panel may contact the applicant to request further information or suggest amendments to the research proposal.

The Panel will review the results of the research to ensure that any learning is captured and utilised.

7. Additional Responsibilities Associated with Research

7.1 Service Improvement Support Officer (Corporate Services)

The Service Improvement Support Officer (SISO) will collate and record all incoming research applications. Any communication, up to and including informing the applicant of the Research Panel's decision will also be undertaken by this role on behalf of the Head of Corporate Services.

The SISO will conduct the initial triage process before submission to the Research Panel in order to:

- Ensure the Application Form has been fully completed.
- Determine whether the topic has been researched or is currently being researched.
- Identify whether further clarification is required from the applicant.
- To identify and approach an appropriate Force Sponsor, to obtain their view as to the potential benefit of the research and whether they would be willing to support the research project.
- The SISO will undertake further enquiries as directed by the Chair of the Research Panel.
- The SISO will act as liaison between the Researcher, Force Sponsor and/or SPOC and the Research Panel Chair where necessary.
- Competed research will be administered by the SISO once reviewed by the Force Sponsor

8. Research Results

8.1 The Final Research Paper

The research must be conducted and documented in accordance with the agreed proposal and any DPC/Confidentiality Agreement in place.

Throughout the research, the researcher must keep clear and accurate records of: -

- The procedures followed.
- The sources of research material,
- Where archives, collections, etc, are researched, and
- The results obtained (including interim results).

This is necessary not only as a means of demonstrating proper research practice, but also in case questions are subsequently asked about the: -

- Conduct of the research,
- Results obtained or ownership of the data, or results.
- Or in order to respond to a data subject, in response to a data subject exercising their rights under the General Data Protection Regulation 2016/679 and the Data Protection Act 2018.

The standard position of the Force is for the results to be published when appropriate and in accordance with the DPC/Confidentiality Agreement.

The Researcher **must** send the findings of their research and a copy of their final research paper to the SISO prior to publication.

8.2 Publication of Results

No personally identifiable information /evidence should be included in the final report. In exceptional circumstances, if the Researcher believes this is justifiable, the Researcher must discuss this with the Force Sponsor/SPOC who will seek advice from the Information Management (IM) Department. IM will consider the researchers justification and if they consider the inclusion is appropriate and justified, will approach the individual for consent⁵. No publication must take place until written consent has been received.

The applicant must provide the Force and where possible, the research participants with the findings of the research and or a copy of the final thesis or product.

The completed paper will be sent to the Force Sponsor to review. If the recommendations have been taken forward, this will be updated on our Recommendations tracker to ensure the results are being considered for a change in practice. The paper will also be published on our Internal Research Library.

If no response is received from the Force Sponsor within 28 days, the paper will be published in our internal Research Library under the 'non-verified' section as per the Research Panel Chair.

⁵ See Para 2.

8.3 Intellectual Property

The Force recognises there are instances where the potential for exploiting intellectual property generated by research is important both to improve performance and to generate revenue.

It is important that this is considered at the application and DPC stages and certainly **before** data is submitted for publication or presented in any other public forum, including the Internet.

The Researcher must keep a record of data sources to help ensure intellectual property can be protected and take great care where they are using data or resources belonging to another organisation in their research.

9. Additional Resources

It may be more appropriate for researchers to direct their research request to one of the following:

[UK Data Service](#) – A website funded by the Economic and Social Research Council, which contains completed surveys and data within the Crime section.

[The College of Policing](#) - The professional body for policing, with resources for research.

[Gov.uk](#) - The place to find government services and information.

[UK National Statistics](#) - Statistics relating to crime and justice are collected from the public, police forces and other justice agencies – includes the British Crime Survey.

[Office for National Statistics](#) – A website with publications and analysis of crime plus figures on crime levels and trends for England and Wales. This is based primarily on two sets of statistics: the Crime Survey for England and Wales (CSEW) and police recorded crime data.

[Police.UK](#) - Provides street-level maps and data about policing.

[LSR Online](#) - Leicestershire Statistics and Research Online holds statistical datasets, as well as professional research reports about local communities.

[The Police Foundation](#) - An independent think tank, focussing on developing knowledge and understanding of policing and crime reduction.

[The Jill Dando Institute of Crime Science](#) - The University College London Jill Dando Institute of Security and Crime Science is the first Institute in the world devoted to Crime Science.

Appendix A

Briefing Sheet for members of the Force involved in Research being undertaken by Third Parties

Why this Briefing sheet

Leicestershire Police engages with many individuals in relation to research projects. Engagements falling into several distinct groups (see Table 1).

The briefing sheet relates to

- Those being interviewed by an individual for research purposes whether you have volunteered to do so or have been nominated by the Force, you have legal obligations.
- Being a nominated Force Sponsor and Single Point of Contact (SPOC – if applicable) for the Researchers

Reading this document in preparation for either of the above will help you understand your legal obligations, particularly your accountability and ensure you protect the privacy of the individuals:

- You may be referring to during the interview/survey.
- Yourself
- And the Force and the Chief Constable as Controller.

The process for engagement with the Force in respect of any research follows the same route. This is because any data the researcher requires access to or a copy of, has been collected for a **specific purpose** and as such any further use of that data, which the data subject will be unaware of, must be carefully considered by the Controller.

Particularly if the data identifies an individual either directly – name, dob, address – or indirectly where the data they obtain can be used along with other data to which the researcher is privy, could lead to the Data Subject being identified.

Circumstance	Requested by	Purpose
1	Students	Students undertaking a Degree at University approaching the Force to request data or interview members of the Force
2	Students	Students attending a College on the Public Services Course with a view to joining the Police Service and as a result must produce a research paper relating to Force
3	Students	Students on one of the prescribed courses to become a police officer i.e Police Constable Degree Entry Programme (PCDA).
4	Force	The Force identifies an area where they require research to be undertaken, in relation to their public task .
5	UK Government	Academics engaged by the UK Government to undertake research into a particular problem area across a region of the Police Service.
6	NPCC	Academics engaged by the National Chief Police Council Portfolio Holders, to undertake research into a particular problem area.
7	Force Members	Members of the Force undertaking university/professional qualification/ study – Sponsored by the Force.
8	Force Members	Members of the Force undertaking university/professional qualification/ study – at their own expense.
9	Academic Professionals	Academics approach the Force with the view of undertaking research alongside the Force, with request to access Force data or interview/survey of staff members

10	Business/ Organisations	Businesses and Organisations approach the Force with the view of undertaking research alongside the Force, with request to access Force data or interview/survey of staff members
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*Table 1***Service Improvement Support Officer**

The role of the Service Improvement Support Officer is:

- To manage the research requests received via the Force Web site/Research Requests mailbox.
- Regular liaison with Loughborough University, University of Leicester and the De Montfort University on potential topics that require research or offer an opportunity to students, to study issues that will be acceptable to the Force by liaising with Force leads on a regular basis.

The Research Panel

The Research Panel owned by Corporate Services, is chaired by the Head of by Corporate Services or their nominated officer. Members include representatives from Information Management, Human Resources, Head of Professional Standards, Community and Engagement Research Manager and the Service Improvement Support Officer.

Role of the Panel

All requests to undertake research in Force are submitted and reviewed by the Research Panel. Whether such request emanate from members of the Force, or from external applicants.

The Service Improvement Support Officer will bring research requests to the Panel meeting for discussion. The Panel will then, by applying the guidance issued in HO Circular 48/95 and other guidance to research applications will consider:

- The benefit of the research to the Force and the wider public interest.
- Consistency of approach to research requests
- Research in support of Home Office and NPCC sponsored projects, ensuring they are compliant with privacy legislation.
- Research requests from outside organisation such as universities purely in support of the individual's qualification.
- Requests from research institutions in support of commercial interests
- The approach to research requests from members of the Force or other Forces.

The Panel will consider:

- **Relevance of the Research** – Areas of public concern and the applicability to the particular area of the focus of the research will be look on favourably.
- **Sensitivity of the data** – the subject of the research, issues of potential sub-judice, confidentiality, publication and the application of privacy law including UK GDPR, Data Protection Act 2018, Common Law Duty of Confidence, Human Rights 1998.
- **Cost** – Consideration is given to the cost to the public. Both in time incurred by the Research Panel, the time impact on Information Management to compile agreements, the time taken to prepare the research data and the abstraction of officers and staff to act as a Single Point of Contact or to take part in interviews with researchers.

The role of Information Management on the Panel is to act on behalf of the data subject, giving the appropriate advice to ensure the **privacy** of individuals and the duty of **accountability** for their **privacy and subject rights** are not affected by the research proposed.

They will ensure the Panel is advised as to the necessary documentation required to enable the research to be undertaken lawfully; the risks to individual's privacy; vetting requirements; whether privacy inputs are required. All of which are designed to protect the Controller from litigation and/or reputational damage as well as protecting the individual who is subject of the research.

Being an Interviewee

Many research requests include a request to interview police officers and police staff. This briefing sheet has been given to you to ensure:

- You are fully aware of the personal implications of being a part of the research.
- You are fully aware of the requirements of your role as a member of the Leicestershire Police and compliance with the Code of Ethics – legislated under the Police Act 1996 s39A
- You are fully aware of the requirements as a member of Leicestershire Police in relation to the data privacy legislation when answering questions – UK GDPR, DPA 2018, HRA 1998 and Common Law Duty of Confidence
- That approval by the Panel for such research to take place, **does not exempt** the Chief with the law. Specifically, the UK General Data Protection Regulation (UKGDPR) or the Data Protection Act 2018. Nor does it exempt the Force from Human Rights Act, or the Duty of Confidentiality under Common Law.
- In the majority of cases the Researcher will have signed a Confidentiality agreement or a Data Processing Contract, in which the Force will have documented in detail, obligations of the Researcher when undertaking the research, particularly where it relates to interviewing members of the Force.
- You understand the objective of the interview which means you stay on track and answer the questions being asked.
- The Researcher has made clear to you, whether question being asked to relate to a personal opinion or a point of fact- if a point of fact there is information the individual can request under the Freedom of Information Act 2000 i.e. statistics, costs etc.
- Do not best guess if actual information is required i.e. statistics etc.
- Never make 'off the cuff' remarks
- Do not be lulled into a false sense of security.
- Remain professional throughout.
- Ensure you consider equality and diversity.
- Arrange the interview away from operational policing, the public and operational information, so that information is not overheard.

- Officers should be made aware of their obligations not to disclose specific operational information which may affect the ongoing proceedings of a case.
- The researcher is escorted whilst on police premises.
- Do not permit them to use police issue laptops or phones unless this has been authorised within the Research Confidentiality Agreement/Data Processing Contract.
- Ensure those in your office or vicinity of the interview are aware of the presence of non-police personnel.

Role of the Force Sponsor

A member of the Force may be aware of a research request as a result of a direct approach from the individual. In these instances, the researcher **MUST** be advised to submit their request to the Panel in the usual way, but the Force member may volunteer to be the Force Sponsor Alternatively, a Force Sponsor may be nominated by the Panel.

In either circumstance the role of the Force Sponsor is the same and includes:

- Being fully aware of the area of research being undertaken including whether this is on premises or off-premises research and the implications of on-premises research.
- Ensure the researcher complies with all facets of the agreement or contract including compliance with the six data protection Principles.
- Arrange for Information Management to provide the Privacy input, where one has been prescribed – always required in respect of on premises research.
- Advises in respect of Health and Safety – always applicable in respect of on-premises research.
- Manages any data incidents or breaches committed by the researcher, in line with Force policy – applies to on or off premises research if Force Data is involved.
- Liaises with the Researcher in respect of the content in the Research Report/Paper.
- Provides answers to any questions raised posed by the Researcher.
- Ensures the final research paper has been reviewed before submitting to the Research Panel and discuss suitability for publication on our Internal Research Library

Role of the Single Point of Contact (if assigned)

A Single Point of Contact (SPOC) can be assigned to a research project if deemed appropriate by the Force Sponsor or the Research Panel.

The role of the SPOC will be to:

- Oversee the day-to-day management of the research and researcher.
- Will act as a liaison between the researcher, SISO, and Force Sponsor
- Answer queries raised by the researcher where needed and raise any concerns to the Force Sponsor that are faced whilst the research is being conducted.
- Ensure interviewees are reminded to ensure their answers are appropriate: ensuring there is no unlawful disclosure made of Force data.