

SHARING SPECIFIC for PROGRAMME

SUMMARY SHEET



Title of Programme	Southend, Essex & Thurrock Domestic Homicide Review	
This SSP is to be read in conjunction with the Overarching Safeguarding ISP. All signatories must have signed up to the ISP.		
All partners subject to this SSP can be found in Appendix 1.		
Lead partner for the Programme is : ESSEX COUNTY COUNCIL		
Version Control		
Agreement owner (Organisation)	Essex County Council	
Agreement drawn up by (Author(s))	Alison Gilmour & Michelle Williams	
Owners	Alison Gilmour & Michelle Williams	
Status of document – DRAFT/FOR APPROVAL/APPROVED	Approved	
Version	2.0 March 2022	

1.	Purpose	REFERENCES
	<p>This agreement sets out the obligations on staff in partner agencies and other signatories to this agreement.</p> <ul style="list-style-type: none"> To share or disclose information about service users; To maintain confidentiality. 	<p>GDPR Go to article 5</p>

It does not impose new obligations, but reflects current regulations and legislation.

The purpose of this information sharing agreement is to ensure that Domestic Homicide Reviews fulfill their purpose to:

- Establish what lessons are to be learned from the domestic homicide regarding the way in which local professionals and organisations work individually and together to safeguard victims;
- Identify clearly what those lessons are both within and between agencies, how and within what timescales that they will be acted on, and what is expected to change as a result;
- Apply these lessons to service responses for all domestic abuse victims and their children through intra and interagency working;
- Prevent domestic violence and abuse homicide and improve service responses for all domestic abuse victims and their children through improved intra and inter agency working.

2. Information to be shared

It is acknowledged that complying with the Domestic Homicide Review Process can be considered lawful grounds for sharing information, under the Domestic Violence Crime and Victims Act (2004), and therefore consent is not required.

Whilst consent does not apply to the deceased, the perpetrator or any associated victim due to our statutory duty, where information is processed for other individuals, care should be taken not to involuntarily identify other individuals whose consent has not been sought or obtained. If consent is not given, then agencies will need to decide on a case-by-case basis whether to share any information that they may have on the individuals.

Personal information will be shared and discussed during the Domestic Homicide Review process in respect of the alleged victim, the alleged offender, any children of either party, other relevant family members or other personal relationships they may have had.

Types of information that can be shared may be,

- Non-personal data which constitutes data that has never referred to individuals;
- Depersonalised data which encompasses any information that does not and cannot be used to establish the identity of a living individual; and

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- Personal data which is data that relates to a living individual who can be identified from those data, or from those data and other information, which is in possession of, or likely to come into the possession of, the data controller.
- Sensitive personal data is data that falls into the following categories; racial or ethnic origin, sexual preference, physical or mental health, membership of a trade union, political or religious beliefs and or criminal offences and proceedings.

It is likely that during the DHR process the type of information that will most commonly be shared will be personal and sensitive personal data.

Data field/description	Data field/description
Name, date of birth, address (es), aliases and gender	Information on attitude, demeanor, behaviour etc.
Information relating to recent contact, meetings, sightings, and phone calls. This could include attendance or non attendance at appointments, who is present at an address and attendance at emergency departments or other health settings e.g. mental health	Historic relevant information such as previous convictions, family or relationship history, other safety options considered or substance misuse issues
Information about Court Orders, injunctions, bail conditions and other legal issues	Information regarding housing or accommodation options
Information regarding children's attendance and behaviour at school	Information regarding attendance at refuges
Other information relating to the victim or other data subjects that are requested in the Terms of Reference of the DHR	IT IS LIKELY THAT DURING THE DHR PROCESS THE TYPE OF INFORMATION THAT WILL MOST COMMONLY BE SHARED IS DETAILED HERE

3. Methods of Data Sharing

This agreement applies to the exchange and sharing of any information including computer held data, written exchange delivered by post, email, and formal meetings between partners where minutes or notes are produced or actions recorded that support the aims listed above. Information sharing for, and at, DHR meetings is strictly limited to achieving the purpose of DHRs. At meetings all attendees will agree a confidentiality declaration to that effect at the start of each conference. Information shared during the DHR process cannot be used for other purposes without reference and permission from the person/ agency that originally supplied it.

For DHR purposes, outside of face to face meetings, all official sensitive material must be exchanged using secure email addresses or via secure web based service.

It is not intended to restrict information exchange and intelligence, and agencies should continue to interact face to face or by telephone in order to carry out their operational duties/ responsibilities.

4.

Format and Frequency

The format the information will be shared in is:

Both personal and sensitive personal data must be clearly marked as '**Official Sensitive**' and shared using the standardised template forms provided within the Southend, Essex and Thurrock DHR Protocols, copies of which can be obtained by emailing the Southend, Essex and Thurrock Domestic Abuse Team.

The frequency with which the information will be shared is as required.

Partners will retain copies of minutes and any other notes for no longer than a period required by legislation or their own policy. Each partner will be responsible for the safeguarding of information in line with the DPA 2018 and the General Data Protection Regulation (2016). When the information is no longer regarded as being relevant, the partner will be responsible for its secure disposal/destruction.

Information will be deleted if:

- The information has been shown to be inaccurate, in ways which cannot be dealt with by amending or appending the record; or
- It is no longer considered that the information is necessary for police or the partners' legitimate purposes;
- It reaches the end of the agreed retention period in each partner agency.

Following approval from the Home Office, Southend, Essex and Thurrock Domestic Abuse Board will publish a copy of each Executive Summary and Overview Report on the Southend, Essex and Thurrock Domestic Abuse Board Website. The published documents will have been anonymised unless requested otherwise by the family.

Family members or friends, associated with the victim or offender, who have been identified, or involved, within the review processes will be provided with a copy of the finalised reports.

5.

Agreement

This SSP must be approved by the responsible person within the organisation (SIRO/Caldicott Guardian/Chief Information Officer).

Approver Name	
Organisation Name	
Date of Agreement	

Please submit this SSP to weisf@essex.gov.uk with list of approved signatories. The SSP will be attached to the Protocol will then be published on weisf.essex.gov.uk.

Email approvals will only be accepted from an authorised signatory role from each organisation.

Appendix 1

Organisation Name	IG Lead	Email	ICO Notification reference
Essex County Council	Gemma Gibbs	informationgovernanceteam@essex.gov.uk	Z6034810
ACE			
Basildon Council			
Basildon & Thurrock Hospital			
Basildon & Brentwood CCG			
Braintree Council			
Brentwood Council			
Centre for Action on Rape and Abuse (CARA)			
Castle Point Council			
Change Project			
Changing Pathways			
Children's Society			
Next Chapter			

Colchester Hospital			
Colchester Council			
Department for Working & Pensions			
Essex Adult's Social Care			
Essex Children's Social Care			
Eastlight Community Homes			
East of England Ambulance Service			
Essex MARAC			
Epping Forest District Council			
Essex Police			
Futures in Mind			
Hertfordshire Community NHS Trust			
Mid Essex CCG			

Mid & North East Essex Mind			
North Essex CCG			
West Essex CCG			
NHS England			
Open Road			
The Outhouse			
Peabody			
Probation Service			
Provide			
Princess Alexandra Hospital			
Phoenix Futures			
Rochford District Council			
Southend, Castle Point & Rochford CCG			
Southend Adult Social Care			

Southend Children's Social Care			
Southend MARAC			
Southend Hospital			
South Essex Advocacy Service			
Safe Steps			
Tendring Council			
Thurrock CCG			
Thurrock Housing			
Thurrock MASH			
Thurrock Children's Social Care			
Thurrock Adult Social Care			
Victim Support			
Virgin Care (Essex Child and Family Wellbeing Service)			

Appendix 2- Key relevant legislation and guidance relating to Domestic Homicide Review Processes

Domestic Violence Crime and Victims Act 2004, Section 9:

Domestic Homicide Reviews (DHRs) were established on a statutory basis under Section 9 which was brought into force on 13th April 2011 .

A Domestic Homicide Review, under the terms of the above Act, means ‘a review of the circumstances in which the death of a person aged 16 or over has, or appears to have, resulted from violence, abuse or neglect by –

- a) a person to whom he was related or with whom he was or had been in an intimate personal relationship, or
- b) a member of the same household as himself, held with a view to identifying the lessons to be learnt from the death.’

Where a victim took their own life (suicide) and the circumstances give rise to concern, for example it emerges that there was coercive controlling behaviour in the relationship, a review should be undertaken, even if a suspect is not charged with an offence or they are tried and acquitted.

When this definition has been met, a Domestic Homicide Review must be undertaken.

Agencies/individuals required under statute to participate under in any future DHR are:

- Chief officers of police for police areas in England and Wales;
- Local Authorities (the council of a district, county or London borough);
- NHS Commissioning Board;
- Clinical Commissioning Groups;
- Providers of probation services;
- Local Health Boards.

The Secretary of State may in a particular case direct a specified person or body above, to establish, or to participate in, a domestic homicide review.

Other relevant agencies may be required to participate in the DHR at the request of the local DHR Review Panel.