

Burnley Business Crime Reduction Partnership

Rules & Protocols

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1. Introduction

These Rules & Protocols set out the responsibilities and obligations of all Members and Authorised Administrators participating in the Burnley Business Crime Reduction Partnership (“Burnley BCRP”).

Compliance with this document is a condition of membership and access to the DISC Intelligence Sharing System (“DISC”).

No person will be granted access to DISC until they have confirmed that they have read, understood and agreed to comply with these Rules & Protocols.

Failure to comply may result in suspension or termination of access, removal from the Partnership and, where appropriate, referral to an employer, the police, the Information Commissioner’s Office (ICO) or other relevant authority.

2. About Burnley BCRP

Burnley Business Crime Reduction Partnership is a multi-agency partnership established to prevent, detect and reduce crime and anti-social behaviour affecting businesses within Burnley.

The Partnership is funded through Burnley Business Improvement District (Burnley BID).

Groundwork Cheshire Lancashire & Merseyside (Groundwork CLM) is the accountable body responsible for operating the Partnership and is the Data Controller for all personal data processed through Burnley BCRP.

3. Contact Details

Groundwork Cheshire Lancashire & Merseyside
74–80 Hallgate
Wigan
WN1 1HP

Telephone: 01942 821444

Email: BurnleyBID@groundwork.org.uk

ICO Registration: Z324664X

4. Membership

Membership is open to organisations with a legitimate interest in preventing crime and anti-social behaviour within the Burnley BCRP operational area.

Eligible Members include:

- businesses operating within the Scheme area
- owners or occupiers of commercial premises
- licensed premises
- shopping centres and retail parks
- Lancashire Constabulary
- Burnley Borough Council
- Community Safety Partnership representatives
- other statutory agencies
- neighbouring Business Crime Reduction Partnerships where authorised
- organisations approved by Groundwork CLM

Membership may be refused, suspended or withdrawn where continued participation is considered inappropriate or presents an unacceptable risk.

5. Operational Area

The Partnership operates principally within the Burnley Business Improvement District area and any other locations approved by Groundwork CLM for operational purposes.

Information may be shared outside the operational area where necessary and proportionate to prevent or detect crime.

6. DISC Intelligence Sharing System

DISC is the secure information sharing platform used by Burnley BCRP.

DISC enables Members to:

- submit incident reports
- receive intelligence
- identify offenders
- manage exclusions
- receive alerts
- communicate securely
- support crime prevention activities

DISC remains under the management of Groundwork CLM.

7. User Accounts

Each user will receive an individual account.

Users must:

- keep passwords confidential
- use strong passwords
- enable multi-factor authentication where available
- immediately report any suspected compromise of their account
- never allow another person to use their account

Shared accounts are prohibited.

Users are responsible for all activity carried out using their account.

8. Authorised Administrators

Groundwork CLM may grant enhanced permissions to nominated individuals where operationally required.

Authorised Administrators may include:

- Groundwork CLM employees
- the Chair of Burnley Pubwatch
- nominated representatives of Member organisations
- other individuals approved by Groundwork CLM

Authorised Administrators may:

- review incidents
- edit records
- create or amend offender profiles
- publish intelligence
- manage Targeted Persons
- issue Exclusion Notices
- manage galleries
- approve or reject incidents
- administer user accounts where authorised

All actions undertaken by Authorised Administrators are subject to audit.

Groundwork CLM may remove administrative permissions at any time.

9. Data Protection Responsibilities

Members agree to comply with:

- UK GDPR
- Data Protection Act 2018
- Human Rights Act 1998
- these Rules & Protocols
- the Burnley BCRP Privacy Notices

Members shall only process information obtained through Burnley BCRP for the purposes of preventing, detecting or reducing crime and anti-social behaviour.

10. Confidentiality

Members agree that all information obtained through Burnley BCRP is confidential.

Members must not:

- disclose information to unauthorised persons
- discuss information in public areas
- publish information on social media
- forward Partnership emails outside their organisation
- disclose passwords
- allow unauthorised staff to view DISC
- use Partnership information for personal reasons

Confidentiality obligations continue after membership ends.

11. Security Requirements

Members must ensure:

- computers are password protected
- mobile devices are secured
- devices are locked when unattended
- paper records are kept securely
- printed information is securely destroyed when no longer required

Users must log out of DISC when leaving a device unattended.

12. Prohibited Activities

Members must not:

- print offender records unless authorised for evidential purposes
- copy data into another system unless authorised by Groundwork CLM
- photograph DISC screens
- record DISC information using personal devices
- download information for personal use
- create unofficial databases
- retain information after membership ends
- use Partnership information for commercial advantage
- attempt to access records beyond their authorised permissions

13. Incident Reporting

Members should submit incident reports promptly.

Reports must:

- be accurate
- be factual
- distinguish fact from opinion
- include only relevant information
- be supported by available evidence where possible

Knowingly false, malicious or misleading reports are prohibited.

Groundwork CLM or an Authorised Administrator may request additional evidence before information is published.

14. Targeted Persons

Where there is a legitimate operational need, information relating to individuals involved in crime or anti-social behaviour may be published as Targeted Persons.

Publication will occur only where it is:

- lawful
- necessary
- proportionate
- supported by available evidence

Groundwork CLM or an Authorised Administrator will determine whether publication is appropriate.

Targeted Person records will be reviewed periodically.

15. Excluded Persons

Where an individual meets the criteria for exclusion, an Exclusion Notice may be issued.

An Exclusion Notice will normally be considered where:

- two qualifying incidents have been recorded within a six-month period; and
- the available evidence demonstrates that exclusion is necessary and proportionate to protect Member businesses.

Meeting these criteria does **not** automatically result in exclusion.

Every proposed exclusion will be reviewed by Groundwork CLM or an Authorised Administrator acting under delegated authority.

In reaching a decision consideration may be given to:

- seriousness of offending
- quality of evidence
- pattern of behaviour
- safeguarding considerations
- proportionality
- any relevant information provided by Lancashire Constabulary or partner agencies

Where approved, an Exclusion Notice will normally remain in force for twelve months.

Further qualifying incidents during the exclusion period may result in the exclusion being extended.

16. Appeals

An individual subject to an Exclusion Notice may submit an appeal in writing.

Appeals will be considered by an Appeals Panel appointed by Groundwork CLM.

The Panel may include representatives from:

- Groundwork CLM
- Burnley BID
- Lancashire Constabulary
- other appropriate partners

Panel members must not have been directly involved in making the original exclusion decision.

The Panel may:

- uphold the exclusion

- amend the exclusion
- revoke the exclusion

Its decision will normally be communicated within twenty-eight days.

17. Information Sharing

Information may be shared only where:

- there is a lawful basis
- sharing is necessary
- sharing is proportionate
- the recipient has an operational need to know

Information may be shared with:

- Members
- Lancashire Constabulary
- local authorities
- neighbouring Business Crime Reduction Partnerships
- organisations covered by Information Sharing Agreements with Groundwork CLM

Members must not share information outside these arrangements.

18. Images

Members submitting CCTV images confirm that:

- the images have been lawfully obtained
- appropriate CCTV signage is displayed where required
- the images are relevant to the reported incident
- they have authority to provide the images

Images remain subject to the same confidentiality obligations as all other personal data.

19. Missing Persons

Information relating to officially reported missing persons may be circulated only:

- following confirmation from Lancashire Constabulary
- with appropriate authority
- for safeguarding purposes

Such information will be removed promptly once no longer required.

20. Children and Young People

Information relating to persons under eighteen years of age will be processed only where lawful, necessary and proportionate.

Groundwork CLM will apply additional safeguards when processing information relating to children and young people.

Publication of information relating to children will occur only in exceptional circumstances and where supported by an appropriate lawful basis.

21. Retention

Information will be retained only for as long as necessary.

Groundwork CLM will apply the retention periods defined within its Data Retention Schedule as defined in Burnley BCRP Governance & Data Protection Policy.

Following expiry of those periods, information will be securely deleted or irreversibly anonymised unless continued retention is lawfully required.

22. Audit

All activity within DISC is subject to monitoring and audit.

Audit records may include:

- logins
- searches
- viewing records
- creating records
- editing records
- publishing records
- deletion of records
- user management
- administrative actions

Members acknowledge that audit records may be reviewed during investigations, complaints or security incidents.

23. Data Subject Rights

Requests relating to personal data, including Subject Access Requests, must be referred immediately to Groundwork CLM.

Members must not respond directly unless authorised.

24. Data Breaches

Members must immediately report any suspected:

- unauthorised disclosure
- loss of information
- cyber incident
- misuse of data
- accidental sharing

Groundwork CLM will investigate all reported incidents and determine whether notification to the ICO or affected individuals is required.

25. Monitoring Compliance

Groundwork CLM reserves the right to:

- review user activity
- audit compliance
- suspend access
- remove users
- withdraw membership

Failure to comply with these Rules & Protocols may result in disciplinary, contractual or legal action.

26. Member Declaration

By accepting access to Burnley BCRP and the DISC system, I confirm that I have:

- read these Rules & Protocols
- understood my responsibilities
- agreed to comply with all requirements
- agreed to process personal data only for authorised purposes
- agreed to maintain confidentiality
- accepted that all activity is subject to audit

- understood that failure to comply may result in removal from the Partnership and other appropriate action

I understand that access to the Burnley BCRP DISC system is a privilege granted for operational purposes and may be withdrawn where these Rules & Protocols are not observed.