



## **Requests from the Police related to Adult Social Care records - London Borough of Hillingdon Adult Social Care process**

**April 2021 – Review date April 2022**

- Requests from the Police should be sent to LBH on a “3022 Form” This form should outline the specific records that are being requested
- Requests for information should be sent to the LBH SAR email address “[sar@hillingdon.gov.uk](mailto:sar@hillingdon.gov.uk)” – if you receive a request, please forward it to this email address – **Do not share any records at this time**

If you receive a request verbally, please ask for “Form 3022” to be submitted to the [sar@hillingdon.gov.uk](mailto:sar@hillingdon.gov.uk) – **Do not share any records at this time**

- LBH Legal will review “Form 3022” via [sar@hillingdon.gov.uk](mailto:sar@hillingdon.gov.uk) and will respond to the Police copying in Adult Social Care Tech Admin.

Tech Admin will liaise with the Police and arrange for the Police to come into the Council building to review the record as required.

LBH legal will then review any record the Police are requesting to take. LBH legal may then speak to the relevant Adult Social Care team and ask questions to confirm if they support the record being shared with Police.

LBH legal will arrange for a redacted and unredacted version to be given to the Police. The redacted version is for onwards use and the unredacted version cannot be shared any further than the Police.

(Please note - During the pandemic – LBH legal are sharing records electronically but the electronic records cannot be share onwards from the Police without permission from LBH legal)

- When LBH legal send the records to the Police they make Adult Social Care Tech Admin aware so Tech Admin can add a case note on the individual(s) file on Protocol to confirm information has been shared with the Met Police.

**If you have any queries or concerns, please speak to your manager immediately**

**END**