

NPFDU CRU Referral Guidance and Form

In order for the NPFDU CRU to deliver its remit, forces and partners must refer certain requests so the unit can centrally assess. Please carefully read the following to allow the team to respond as promptly and as accurately as possible.

All mandatory referrals and requests for specific disclosure advice must come via a completed referral form emailed to **S.31(1)** **Please note incomplete forms will be returned.**

- Mandatory referrals take priority and will be prioritised over general advice questions. The unit must ensure mandatory referral advice is in line with national guidance and respond promptly to enable forces to do similar.
- In addition to these mandatory referrals, any FOI/EIR requests that require specific disclosure and/or technical advice can be sent to the above email address with a completed form.
- Once an FOI referral has been received, we will generate an e-mail which will confirm its URN. This message may also contain further instructions which must be complied with before further guidance can be issued.
- Any request referred must **not** be answered until a final response has been received from the NPFDU CRU, unless otherwise stated from the team. If your force is considering making a disclosure prior to advice being issued or if it does not intend to follow national guidance, please make contact as soon as possible.
- The team aim to respond within the SLA of 10 working days, if the team are unable to, you will be notified. The team cannot prioritise a referral because it has been sent in late from a force. Please use our drop in sessions if appropriate.

Please note some additional questions have been added to the referral form below. It is important these are answered in as much detail as possible. If not, or left blank, the team will return the form and ask for further information before responding. This will assist the NPFDU in providing informative, consistent and accurate advice in a timely manner and to prevent delays to our service.

It is encouraged that general advice on the referral process or a simple FOI/EIR technical query is best resolved via a call to the team on **S.40(2)** (works via MS Teams also) or attend a weekly drop in session on Tuesday or Thursday anytime between 11am-12pm via this MS Teams Link.

S.40(2)

The Team may still request a referral form after initial consultation.

Mandatory Referrals-By Subject Area	
Subject	Further Detail
Witness protection/protected persons.	Ultra high risk subject area which must be referred to CRU.
Requests which name and/or relate to information which MAY originate from any of the S23 bodies.	S.23(1) [Redacted]
Covert operations, use of informants or surveillance activities or tactics.	Ultra high risk subject area which must be referred to CRU.
Counter terrorism (incl Prevent, Pursue, Protect, Prepare) and/or national security material or operations.	Includes SB, CTU, CBRN, port or airport operations, Crowded Spaces and ANPR.
VIP/Royalty Protection.	To include high profile Royal events and visits.
Information received from or which relates to certain partner agencies. *	Includes NPCC, any government department, IOPC, CPS and College of Policing.
Major or complex incidents or major investigations or operations. *	Examples such as extremist protests, <u>large</u> scale public disorder, multiple or high profile unexplained deaths, cross border incidents. Will also include national operations and Inquiries. General investigations/operations don't need referring.
International Relations	Includes international training, visiting overseas dignitaries & FCO equities where s27 may be engaged.
National Security	Requests requiring s24 will need stakeholder consideration
Notification of ICO complaint, First Tier Tribunal or Upper Tribunal activity	
Requests with potentially significant reputational implications, e.g. the storage of human tissue.	Where national policing leads would welcome the opportunity to comment on high profile matters (if unsure please contact the CRU)
Requests for information held for the purpose of a statutory Inquiry under the Inquiries Act 2005	Examples – UCPI, Manchester Arena, Death of Dawn Sturgess, Grenfell

***If a request is captured by previous NPFDU guidance within the past 12 months, then no referral is required.**


Temporary Mandatory Referrals	
S.31(1) [Redacted]	
Angiolini Inquiry – Requests that cite the Angiolini Inquiry or relate to it	29/05/24

There is no requirement to refer if the information requested is already officially published 'Officially published' includes, MAPPA reports and websites such as OSC, The College of Policing, NPCC, Government, IOPC, PCC, Police.UK or Force websites, or documents already marked as suitable for publication under FOIA 2000.

NPFDU CRU Referral Form

PLEASE COMPLETE ALL THE BELOW FIELDS TO ENSURE ACCURATE & TIMELY ADVICE, IT IS GREATLY APPRECIATED. THANK YOU

Force reference number:	01/FOI/25/006629/S	
Date request received:	27/01/2025	
Type of request:	Initial <input checked="" type="checkbox"/> Internal <input type="checkbox"/> Review Appeal <input type="checkbox"/> Tribunal <input type="checkbox"/> (delete as appropriate)	
	If at IR or appeal stage please provide sight of previous responses and requestors comments.	
All known applicant details:	S.40(2) [REDACTED]	
Actual wording of request	<p>I am writing to request the following information relating to PND Facial Recognition Searches:</p> <ul style="list-style-type: none"> • The number of PND facial recognition searches conducted by your force in each month of 2024 • A monthly breakdown of the reason for these searches • For searches of images of criminal suspects, a monthly breakdown of the offence types searched for. <p>I would like all document sent electronically please. Under Section 16 of the Act I also ask that if this request cannot be fulfilled under the legislation, that you offer advice and assistance to help the request comply with the act. I look forward to your response within 20 working days.</p>	
Reason for referral	Requests with potentially significant reputational implications, e.g. the storage of human tissue, facial recognition.	Where national policing leads would welcome the opportunity to comment on high profile matters
Specific advice required	Mandatory Referral	
Is it a valid request (S.8)?	Yes	
Do you know what information you hold? Please provide as much detail as possible.	Currently researching Not considering sec 12 at this time.	
Is the information retrievable within 18	YES: <input checked="" type="checkbox"/> NO: <input type="checkbox"/>	

<p>hours, is s12 a consideration?</p>	
<p>What views and opinions are held by the FOI team and Business leads?</p>	<p>No views established at this time. Submitted for consideration of the broader national context.</p>
<p>Person dealing with request and contact number:</p>	<p>S.40(2) [REDACTED] Freedom of Information Officer Optimising Policing Data Section Information Management Digital, Data and Technology (DDaT)</p>  <p>Derbyshire Constabulary Butterley Hall Ripley Derbyshire Tel: S.31(1) [REDACTED] E-Mail: S.31(1) [REDACTED] Web: https://www.derbyshire.police.uk</p>

****PLEASE COMPLETE ALL THE BELOW FIELDS TO ENSURE ACCURATE & TIMELY ADVICE****

Force reference number:	01/FOI/25/013561
Date request received:	27/01/2025
Type of request:	Freedom of Information
All known applicant details:	S.40(2) [REDACTED]
Actual wording of request	<p>I am writing to request the following information relating to PND Facial Recognition Searches:</p> <ul style="list-style-type: none"> • The number of PND facial recognition searches conducted by your force in each month of 2024 • A monthly breakdown of the reason for these searches • For searches of images of criminal suspects, a monthly breakdown of the offence types searched for.
Person dealing with request and contact number:	S.40(2), [REDACTED] [REDACTED]
Reason for referral:	Require disclosure advice as info being requested is covert information
Do you know what information you hold? Please provide as much detail as possible.	N/A
If a technical query and/or request for disclosure advice specifically what is the issue: (For S14 queries please enter as much detail as possible)	I am raising this FOI to yourselves as we believe this will have been sent to various forces and we are receiving more and more of these types of requests, asking for covert information therefore I wanted to raise this with your team

NPFDU CRU Referral Guidance and Form

In order for the NPFDU CRU to deliver its remit, forces and partners must refer certain requests so the unit can centrally assess. Please carefully read the following to allow the team to respond as promptly and as accurately as possible.

All mandatory referrals and requests for specific disclosure advice must come via a completed referral form emailed to **S.31(1)** **Please note incomplete forms will be returned.**

- Mandatory referrals take priority and will be prioritised over general advice questions. The unit must ensure mandatory referral advice is in line with national guidance and respond promptly to enable forces to do similar.
- In addition to these mandatory referrals, any FOI/EIR requests that require specific disclosure and/or technical advice can be sent to the above email address with a completed form.
- Once an FOI referral has been received, we will generate an e-mail which will confirm its URN. This message may also contain further instructions which must be complied with before further guidance can be issued.
- Any request referred must **not** be answered until a final response has been received from the NPFDU CRU, unless otherwise stated from the team. If your force is considering making a disclosure prior to advice being issued or if it does not intend to follow national guidance, please make contact as soon as possible.
- The team aim to respond within the SLA of 10 working days, if the team are unable to, you will be notified. The team cannot prioritise a referral because it has been sent in late from a force. Please use our drop in sessions if appropriate.

Please note some additional questions have been added to the referral form below. It is important these are answered in as much detail as possible. If not, or left blank, the team will return the form and ask for further information before responding. This will assist the NPFDU in providing informative, consistent and accurate advice in a timely manner and to prevent delays to our service.

It is encouraged that general advice on the referral process or a simple FOI/EIR technical query is best resolved via a call to the team on **S.31(1)** (works via MS Teams also) or attend a weekly drop in session on Tuesday or Thursday anytime between 11am-12pm via this MS Teams Link.

S.31(1)

The Team may still request a referral form after initial consultation.

Mandatory Referrals-By Subject Area	
Subject	Further Detail
Witness protection/protected persons.	Ultra high risk subject area which must be referred to CRU.
Requests which name and/or relate to information which MAY originate from any of the S23 bodies.	S.23(1) [Redacted]
Covert operations, use of informants or surveillance activities or tactics.	Ultra high risk subject area which must be referred to CRU.
Counter terrorism (incl Prevent, Pursue, Protect, Prepare) and/or national security material or operations.	Includes SB, CTU, CBRN, port or airport operations, Crowded Spaces and ANPR.
VIP/Royalty Protection.	To include high profile Royal events and visits.
Information received from or which relates to certain partner agencies. *	Includes NPCC, any government department, IOPC, CPS and College of Policing.
Major or complex incidents or major investigations or operations. *	Examples such as extremist protests, <u>large</u> scale public disorder, multiple or high profile unexplained deaths, cross border incidents. Will also include national operations and Inquiries. General investigations/operations don't need referring.
International Relations	Includes international training, visiting overseas dignitaries & FCO equities where s27 may be engaged.
National Security	Requests requiring s24 will need stakeholder consideration
Notification of ICO complaint, First Tier Tribunal or Upper Tribunal activity	
Requests with potentially significant reputational implications, e.g. the storage of human tissue.	Where national policing leads would welcome the opportunity to comment on high profile matters (if unsure please contact the CRU)
Requests for information held for the purpose of a statutory Inquiry under the Inquiries Act 2005	Examples – UCPI, Manchester Arena, Death of Dawn Sturgess, Grenfell

***If a request is captured by previous NPFDU guidance within the past 12 months, then no referral is required.**

Temporary Mandatory Referrals	
Subject	Date added
S.31(1) [Redacted]	
Angiolini Inquiry – Requests that cite the Angiolini Inquiry or relate to it	29/05/24

There is no requirement to refer if the information requested is already officially published 'Officially published' includes, MAPPA reports and websites such as OSC, The College of Policing, NPCC, Government, IOPC, PCC, Police.UK or Force websites, or documents already marked as suitable for publication under FOIA 2000.

NPFDU CRU Referral Form

PLEASE COMPLETE ALL THE BELOW FIELDS TO ENSURE ACCURATE & TIMELY ADVICE, IT IS GREATLY APPRECIATED. THANK YOU

Force reference number:	FOI 2379476/25
Date request received:	27/01/2025
Type of request:	Initial <input checked="" type="checkbox"/>
All known applicant details:	S.40(2) [REDACTED]
Actual wording of request	<p>I am writing to request the following information relating to PND Facial Recognition Searches:</p> <ul style="list-style-type: none"> The number of PND facial recognition searches conducted by your force in each month of 2024 A monthly breakdown of the reason for these searches For searches of images of criminal suspects, a monthly breakdown of the offence types searched for.
Reason for referral	S23 & S24 considerations and also covert tactics potentially.
Specific advice required	Advice relating to national response/above exemptions.
Is it a valid request (S.8)?	<i>Yes valid</i>
Do you know what information you hold? Please provide as much detail as possible. Is the information retrievable within 18 hours, is s12 a consideration?	<p>Unaware of info held.</p> <p>YES: <input type="checkbox"/></p> <p>NO: <input type="checkbox"/></p>
What views and opinions are held by the FOI team and Business leads?	<i>We are awaiting information from departments.</i>
Person dealing with request and contact number:	S.40(2) [REDACTED]