


SUMMARY OF MAIN DUTIES	Review Retain or Disposal Clerk Band B	
RESPONSIBLE TO Information Security Officer		
RESPONSIBLE FOR N/A		
SPECIFIC CONDITIONS OF SERVICE		
<p>Undertake other duties at a comparable level of responsibility related to the department as necessary</p> <p>Must be able to travel anywhere in the Force area</p> <p>Any other duties commensurate with the grade</p>		
SUMMARY OF MAIN DUTIES		
<ol style="list-style-type: none">1. To retrieve and collate information from the force IT systems to support and enhance the departmental Review, Retain, Disposal purpose, using data available.2. Applying Management of Police Information and Review, Retain, Disposal criteria to records, decide which types of information should be reviewed and also decide which records can be disposed which no longer have a policing purpose for retention.3. Contribute to the development of processes and procedures to improve the efficiency and effectiveness of the Review, Retain, Disposal function, identifying and bringing problem areas to the attention of supervision and/or management.4. Liaise with appropriate sections (including Public Protection and Intelligence) when inferences are made from new information, identified links and any salient issues that may identify a pattern of offending.5. Identify information from an offender's record that does not meet the MoPI and data quality principles of being Accurate, Adequate, Relevant and Timely (AART) or serve a policing purpose.6. Apply knowledge of force policies to specific cases of information requiring a decision on review, retention or deletion.		

7. Analyse / evaluate information on the force IT systems, deciding when / how nominal's, addresses, vehicles, associates etc should be linked which will maximise the organisations information management capability.
8. Research, analyse, evaluate and monitor data held on force systems, identifying information gaps and discrepancies. This will significantly increase the organisation's effectiveness in managing and auditing information.
9. Monitor and quality assure data entered onto the force IT systems by other staff. Flag discrepancies to the departmental head or system administrator, so improving the quality of information within the organisation.
10. Deal with enquiries by telephone, in person or by other means, whether police officers, outside agencies or bone-fide authorities.
11. Promote compliance with SYP's policies on Equal Opportunities and Health and Safety, both in the delivery of services and the treatment of others.
12. Ensuring compliance with the principles of the Data Protection Act