**Truro Shop Watch Group – Members Code of Conduct 2018**

**Truro shop watch members are respectfully reminded to observe a code of conduct regarding confidential information and images of members of the public that are generated by individual shop watch group members whilst engaged in preventing crime in their retail premises.**

**The group’s objective is to provide a secure forum that enables the sharing of intelligence, descriptions and images in order to prevent repetitive offences by any identified suspected offenders. The group has been very successful in recent times to attract a loyal and productive business following, which in conjunction with correct radio use along with correct and timely police reporting has resulted in Truro city centre being more prepared and has enabled a healthy degree of crime protection.**

**In this modern age of public liability we request members to observe that the sharing of intelligence and images will be within the monthly meeting forum and in person by the member offering that intelligence. Meeting minutes are not supplied and also a reminder that the use of the WhatsApp or any form of Social Media naturally raises concerns around data protection and GDPR, therefore any user must adhere to legal and professional use. Any individual member use of WhatsApp or social media is at their own risk regarding any personal / business liabilities.**

**Any images that are supplied to or generated by the group members must only be viewed by business employees in respect of identification to enable crime prevention and stored back of house securely. Any images captured without the individuals consent may be subject to data protection / GDPR policies.**

**Radio use must be out of hearing range of the general public, with regard to any person being described may well turn out to firstly innocent and secondly maybe known or related to a member of the public if overheard.**

**Conversations within the meeting forum must be factual and avoiding the use of private opinions and derogative comments to an individual, the topic can be emotive fully understood hence we all must remain professional. The content of the meeting conversations must remain for the benefit of the Shopwatch group members only for the objective of reducing crime and improving personal safety to the colleagues within the town.**

**Members are requested to refrain from any discussions with the press or media directly linked to any shop watch group discussions, therefore maintaining a confidential approach to the group. Shop watch group does not issue press releases.**

**Our code of conduct principles are summarised as:**

1. **Justify the purpose, Remain objective and professional.**
2. **Don’t use or share suspect-identifiable information unless it is absolutely necessary.**
3. **Use the minimum necessary of suspect-identifiable information.**
4. **Access to suspect-identifiable information should be on a strict need to know basis.**
5. **Everyone should be aware of their responsibilities.**
6. **Understand and comply with the law, noting the new GDPR rules.**