

**Information Management Section
IT Services Branch**

4 December 2007

Dear XXXX

FREEDOM OF INFORMATION REQUEST REFERENCE NO: XXXX

I write in connection with your request for information dated 09/11/2007, which was received by Greater Manchester Police on 09/11/2007, for following information:

- Question 1. Could you please advice me on your policy with regards to "Stepping Down" spent conviction. Especially convictions that are over 20 years old and of a non - serious nature. ie dealt with by way of fine or community service order.
- Question 2. It used to be that such spent conviction where removed after 20 years. I believe this is no longer the case except for the fact that the ICO has just ordered four forces to remove such spent convictions - how does this affect your current policy?
- Question 3. Also, what are the rule or guidelines in providing such information to the CPS for criminal proceedings?

Following receipt of your request searches were conducted within Greater Manchester Police to locate information relevant to your request. I can confirm that the information you have requested is held by Greater Manchester Police.

Result Of Searches

Question 1. This information is exempt by virtue of s21 of the Act – Information Accessible to the applicant by other means. This information is accessible via the following website:

http://www.police.homeoffice.gov.uk/news-and-publications/publication/operational-policing/Richard_Step_Model_Retention.pdf?view=Standard&pubID=323031

Question 2. The decision by the ICO would have been made on a case-by-case basis and therefore, as per the answer to question 1, we have to adhere to the above policy.

Question 3. This information would not be disclosed to the CPS.

Complaint Rights

Your attention is drawn to the attached sheet, which details your right of complaint.

Should you have any further inquiries concerning this matter, please write or contact me, on telephone number 0161 856 2528 quoting the reference number above.

Yours sincerely,

Information Access Team

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