



## The scope of the service

1. Area covered
  - a. London Borough of Tower Hamlets<sup>i</sup>
2. Method of service
  - a. A form is used to collect data from the informant. The form requests the following information
    - i. Use the link <https://form.jotform.com/210683553616356> to upload 3pics / files
    - ii. Create a unique reference number, which you must note in a safe place
    - iii. Email, if you provide your email this will be passed onto the police, you do not have to provide it
    - iv. State the date
    - v. State the time
    - vi. State street, postcode (very important)
    - vii. Up-load up to three files
    - viii. Any further comments
    - ix. Send
3. Data processing
  - a. Data to be kept securely
  - b. If you provide your email address you will not be put on any mailing list with this.
  - c. Data Protection license from IOS regulated
  - d. Data to be transferred to Met Police or other relevant police force or government investigative service only including the reference
  - e. The data will not be shared with any other service
  - f. The data will be kept no longer by us than 10 years
4. Further action
  - a. If any reward will be given by the Met Police or anybody else because your information led to prosecution, we will publish the reference number and the amount available on our website.
  - b. The person who created the reference will have to contact us using either
    - i. The address THNWA, c/o The Glasshouse, 161 Old Ford Road, London E2 9QB<sup>ii</sup>
    - ii. Email [talk@thnwa.london](mailto:talk@thnwa.london)
5. Reward
  - a. Rewards will be paid at 70% to the informant, 30% retained for charity purposes of the THNWA. No payment to informants will be higher than £50.000
  - b. Should more than one person come forward to claim the reward, we'll ask for distinguishing evidence to link the claim to the information provided.
6. Guarantee

The identity of the informant will not be revealed by us to any other party. Disclosure of contact details will only be needed for the purpose of paying a reward if applicable. We do not keep any data on the informing party, other than provided with the form.

# Anonymous Crime Reporting policy



## 7. Legal

No legal disputes about payment will be entered into, it is up to the informant to provide information and distinguished reference and keep this safe.

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<sup>i</sup> Any reports received from outside of Tower Hamlets will be forwarded to the relevant Police Force area

<sup>ii</sup> There is no counter service at this address. Personal contact by appointment only. You can make contact using the Glasshouse via mail through letterbox only.