

	<b>Abbotsford Police Department Policy and Procedure</b>	
	<b>Administration</b>	<b>Information Management</b>
	<b>I.F.230</b>	<b>PRIME Private and Invisible Records</b>

## PREAMBLE

Selected Abbotsford Police Department (AbbyPD) PRIME Users may classify PRIME records, or parts of records, as “Private” or “Invisible”.

Classifying records Private or Invisible is a means of controlling access to sensitive information. However, inappropriate use can have serious consequences by impeding information sharing and/or distorting reporting statistics.

## DEFINITIONS

- (1) **Invisible** – a PRIME Record security classification whereby the existence of the Record and its contents is visible only to Users authorized to view that Record.
- (2) **PRIME Record (“Record”)** – for the purposes of this policy, any full or partial PRIME record.
- (3) **Private** – a PRIME Record security classification whereby the existence of the Record is visible to all Users, but the content of the record is hidden to all but those Users authorized to view that Record.
- (4) **Responsible User** – the person responsible for determining the security classification of a Record.
- (5) **User** – for the purposes of this policy, an individual authorized by AbbyPD to access PRIME.

## PURPOSE

- (6) To manage the dual priorities of protecting sensitive information and information sharing within the AbbyPD and among other agencies.

- (7) To comply with provincial multi-jurisdictional PRIME-BC Operational Policy and Procedures.
- (8) To ensure that Users only make Private or Invisible those PRIME Records that meet established criteria and with the required authorization.
- (9) To ensure that Users properly assess whether security objectives can be met by making only a portion of the Record Private or Invisible, or whether classification of the entire Record is required.

**POLICY**

- (10) When classifying PRIME Records Private or Invisible, Users will be guided by the principle that PRIME is a law enforcement information sharing tool in which only the most sensitive of information, or information subject by law to non-disclosure, is to be designated Private or Invisible.