



Force Forms Policy Surrey

Supporting Documents/Procedures

[Data Protection Act 2018 \(legislation.gov.uk\)](https://legislation.gov.uk)

[The UK GDPR | ICO](#)

[Equality Act 2010](#)

[Government Classification Scheme - Security Guidance](#)

Policy

1. Introduction

1.1 This policy is required to ensure that forms are written in a consistent format.

2. Scope

2.1 This policy and procedure provides instruction needed for the creation, review, maintenance and ratification of Forms.

3. Policy Statement

3.1 The Force ensure Forms are available to officers and staff via the Force Information Hub found on the intranet.

Procedure

1. Introduction

1.1 The Force stores Forms in a number of different ways, via the Forms area of the Information Hub, on Niche and in some cases printed by external companies and held locally. Online/electronic Forms are managed by the owning departments.

1.2 The aim of this procedure is to ensure that forms held on the Information Hub are clear, concise and up to date.

1.3 Blank Forms must not be saved from the Forms area and stored locally on paper or electronically.

2. New Forms

2.1 Once a new Form has been approved by your Department Head it must be sent to the Forms Administrator. It will be reviewed and sent for consultation through the Policy and Procedure (P&P) team prior to publication. You must provide the name of your department and your Department Head in your covering email.

2.2 Forms **must**:

- be in the correct format.
- have the correct logo, either Surrey or Joint
- have the correct GSC handling instructions if required in both the header and footer, consider the type of information that will be recorded once the form is completed
- have a version number in the footer of the document.
- Consider the use of Gender-Neutral language
- Completed Forms Must be Stored in a Secure Location.

2.3 Forms can only be uploaded by the Forms Administrator. General access is not available to the site this is to prevent multiple versions of the same form being uploaded and to ensure that there is only one true version available.

3. **Revisions**

3.1 The Forms Administrator will email the author of a form every two years to check if the form is still required.

3.2 If no response is received the Form will be archived in the Forms area.

3.3 Any revisions to an existing form must be shown clearly using red font and ~~strike through~~. Documents with track changes will not be accepted.

4. **Communications**

- a. If force wide communications are needed to inform the Force of a new, revised or archived form this will be communicated via Routine Orders.