

Procedure owned by Operational Support

PNC Ad-Hoc Intelligence Updates

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When there is a need to make amendments, deletions or updates to PNC the request must be recorded on an intelligence log within the [Staffordshire Police Intelligence Network](#). This will include ad-hoc intelligence updates, for example any significant change in appearance (tattoos, body piercings, scarring etc) and other updates such as a change of address.

Operational officers will record the request under option 18 (short entry) on SPIN. The intelligence staff will then review the short entry and use the summary heading of **PNC/SPIN nominal amendment**. Real Time Intelligence (RTI) staff will then on a daily basis, research this heading on SPIN and update any amendments supplied in the SPIN entry onto PNC. The SPIN log will act as the audit trail for the process. This will only refer to persons already recorded on PNC.

Related Documents

Links to related documents: [PNC \(Police National Computer\) \(Policy\)](#)

Gatekeeper - the Author suggested the following Policy document to link to.

Relevant Dates and Review Period

Effective Date: 31/10/2016

Review Date: 15/08/2025

Review Frequency: Annually

FOI, Human Rights and Equality Impact Assessment

Indicators

FOIA: Release to Public

ECHR: Compliant with proportionality test

Articles engaged: Article 5 Right to Liberty and Security; Article 6 Fair Trial; Article 7 No Punishment without Law; Article 8 Right to respect for Private and Family life

Indexing

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PNC