



Statement of Administrative Sources used for Statistical Purposes

1. Data Sources currently used in the production of Official Statistics

When compiling official statistics, staff within the Office of the Police Ombudsman for Northern Ireland utilise data held in the following administrative systems:

- Police Ombudsman for Northern Ireland Case Handling System (CHS) (from 1 December 1998),
- Police Ombudsman for Northern Ireland Case Management System (CMS) (from 6 November 2000 to 30 November 1998).

2. Change Management

When changes to administrative systems are considered, statistical staff are consulted as follows:

- **Police Ombudsman for Northern Ireland Case Handling System:** The senior official in charge of the CHS, the IT Manager, advises the Director of Research and Performance about potential changes to the CHS. Professional Standards Officers, statisticians and statistical support staff then review and consider the impact of such changes on reported statistics and take any necessary action to ensure that the integrity of the statistics is not affected.

3. Access Arrangements

The following arrangements exist for providing statistical staff access to administrative data for statistical purposes:

- **Police Ombudsman for Northern Ireland CHS:** Statistical staff have full access to the CHS, apart from information related to cases that have very restricted access due to their sensitive nature. Such cases are usually related to Historical Enquiries and are not typical of general Police Ombudsman business.
- **Police Ombudsman for Northern Ireland CMS.** This administrative system is no longer in day to day use, but a copy of all of the relevant data has been archived to an accessible database that all statistical staff can use.

4. Arrangements for auditing quality of administrative data used for statistical purposes

- **Police Ombudsman for Northern Ireland CHS:** Police Ombudsman Professional Standards Officers have as a key objective the quality assurance of CHS field population. This includes monitoring the accuracy of data input, taking corrective action and disseminating best practice advice throughout the Office. Before regular reports and analyses are undertaken, statistical staff run further detailed data validation checks and either instruct case owners on corrective action to take, or take such action themselves where cases are closed on the system.
- **Police Ombudsman for Northern Ireland CMS:** As this system is no longer used for administrative purposes, all data validation checks have been completed and verified.

5. Security

- **Police Ombudsman for Northern Ireland CHS / CMS:** Data are held on drives only accessible by relevant statistical and Professional Standards staff. Permission is necessary to gain access and the authorisation and approval processes are backed up by electronic access and audit controls. Data files, other than those anonymised for publication on the Office website or securely transferred to PSNI, are not transmitted outside the Research and Performance Directorate.

6. Other administrative sources (as potential sources of Official Statistics)

- Currently there are no other administrative data sources that would be relevant to Office of the Police Ombudsman statistical needs.