

APPLICATION FOR COMMUNICATIONS DATA
(UNDER THE DATA PROTECTION ACT 1998)
RESTRICTED

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Notes to Applicant:

The request is subject to the provisions of the Data Protection Act 1998. Unlawful disclosure to any person not entitled to receive it may result in prosecution. The Single Point of Contact (SPOC) will prioritise the request and cost recovery charges may be levied.

Before data is used in evidence or interview guidance must be sought from the SPOC.

Application U.R.N. <i>(for completion by SPOC)</i>	
If this is not the first application for communications data in respect of this operation/ investigation, enter the reference no. of the first application made <i>(for completion by applicant, - this can be obtained from the SPOC)</i>	

Applicants Name & Staff No	Station / Unit /Team	Internal Contact Tel ,Fax and or E-mail

Applicant's cost centre code if known (cost recovery MAY come from this account)	
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Details of Service / Data Required *Where the application is for anything other than account holder information, details of the subscriber (where possible) must be obtained from the service provider. This is in order that appropriate human rights considerations can be made.*

For telephone subscriber complete Grid 1 below *(Inspector authority required)*

For call data such as itemised billing, and pre-pay calls made, complete Grid 2 below *(Superintendent authority required)*

For all other types of data detail your request in Grid 3 below (you must specify time parameters for any request if applicable) *(Superintendent authority required. Some of this data will be a 'specialist service' and in addition will need the agreement of the ACC. The SPOC will advise where this is the case)*

GRID 1

Numbers			
1	2	3	4
5	6	7	8
9	10	11	12

GRID 2

Number / Address	Subscriber Details	Start Time & Date	End Time & Date
1			
2			
3			

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GRID 3

NB If a live service is being requested a 24-hour contact person MUST be provided. If you receive notification of any activity by the subject a response plan MUST be in place and actionable

This data is necessary for one or more of the following purposes as specified in the Data Protection Act 1998;

- The Prevention and Detection of Crime or the Apprehension and Prosecution of Offenders
- National Security
- Protect the Vital Interest of the Data Subject

NATURE OF ENQUIRY
Detail enquiry / suspected offences and name of subject(s) under investigation. Identify the person(s) to whom the data sought relates where possible. Detail any reasons for urgency.

NECESSITY AND MATERIAL BENEFIT
State why it is necessary to the enquiry to request this data, showing the link between the subject, communications data sought and the matter under investigation. Show how the absence of the requested data will be likely to prejudice the enquiry.

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COLLATERAL INTRUSION

Collateral Intrusion is unwarranted or unauthorised intrusion into the privacy of innocent third parties or intrusion into the privacy of the subject for purposes other than that necessary for the investigation. Detail exactly what steps will be taken to minimise collateral intrusion when obtaining the data requested. If applying for data not attributed to the subject, detail the relationship to the subject.

PROPORTIONALITY

What are the objectives? Explain how the level of intrusion is proportionate to the objectives and why the objectives cannot reasonably be achieved by less intrusive means.

I undertake to inform the SPOC of any change in circumstances that no longer supports the acquisition of this data.

Name and Rank of Applicant	Date
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Line Manager's Comments

Name and Rank	Date
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Now forward this form to the authorising officer
(Grid 1 Data – Inspector, Grid 2 & 3 Data - Superintendent)

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CONSIDERATIONS - FOR COMPLETION BY AUTHORISING OFFICER

The Authorising Officer must make a consideration of each of the following points and record their considerations so that he or she is in a position to justify decisions made.

- 1) Whether the matter under investigation justifies the requesting of communications data for one of the purposes listed under the Data Protection Act 1998
- 2) Why the data is necessary for the investigation to progress
- 3) Whether the request is proportionate to the objective(s)
- 4) Where obtaining the communication data is likely to result in collateral intrusion whether the circumstances of the case still justify that access.
- 5) Whether any urgent timescale is justified.

AUTHORISATION/ REFUSAL *(For completion by Inspector for telephone subscriber information, or Superintendent for all other data)*

I confirm that the application is/ is not in accordance with the Data Protection Act 1998
My considerations are recorded below:

Considerations *(it is not necessary to restrict your considerations to the space provided):*

1. **I confirm that the this application is/ is not necessary for the purpose(s) stated in this application under the Data Protection Act 1998**

Questions 2 to 5:

I authorise the requesting of the following data:

I refuse the requesting of the following data:

DISCLOSURE OF DATA *(For England and Wales)*

I authorise that all data obtained from the Communications Service Provider should be provided to the applicant
If the Communications Service Provider supplies information in excess of that which has been authorised there will be no use, action or dissemination of that material without additional application & authority

I authorise that only data authorised by me should be provided to the applicant. The applicant MUST be advised by the SPOC if any additional data exists

I authorise that any information obtained from the Communications Service Provider may be verbally forwarded to the applicant where necessary. A log of information verbally passed must be kept

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REVIEW

To be completed by the Authorising Officer in applications for 'future' data.

('Future' data is any data that is applied for that has not yet been created by the user of the service or the Service Provider. It will include live services and applications for call record data or log-on history in respect of communications that have not yet been made.)

This application must be subject to constant review. However, good practice dictates that the Authorising Officer may formally review this application, or instruct that a nominated person will conduct reviews.

The continued obtaining of communications data authorised in this application will be

Reviewed by:

On or before:

NAME	
RANK OR GRADE	
STATION/ UNIT/TEAM	
DATE	

PLEASE NOW FORWARD TO THE SINGLE POINT OF CONTACT FOR PROCESSING

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SPOC OFFICER LOG SHEET

Operation Name / Ref: Inc:	SPOC Ref:
Contact (OIC):	Contact (CSP):

Date / Time	Comments (please insert staff number/ name after each entry)
	<p><i>For use by the SPOC only</i></p>