



Ministry of Defence Police

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[REDACTED]

By email – [REDACTED]

Our Ref: eCase: FOI2015/09382 RFI: 218/15
Date: 19 November 2015

Dear [REDACTED],

FREEDOM OF INFORMATION ACT 2000: MINISTRY OF DEFENCE POLICE: RECORDING PROCEDURES AND DATA RETENTION OF TELEPHONE CALLS

I acknowledge receipt of your email dated 23 October 2015.

We are treating your email as a request for information in accordance with the Freedom of Information Act 2000 (FOIA 2000).

In your email you requested the following information:

“I would like to know whether this Police force records telephone calls (Police desk phones and Police radio phones).

I would also like to know the recording procedures and data retention period of recordings as well as the system used including its backup policy.

Can you also provide me with the Police force policy for a Police officer to keep a written detailed log of all calls the officer makes and its retention policy.”

A search for information has now been completed and I can confirm that information in scope of your request is held.

I would like to know whether this Police force records telephone calls (Police desk phones and Police radio phones).

The Ministry of Defence Police do not routinely record telephone conversations on desk telephones. All AIRWAVE radio traffic between an Airwave user and an MDP control room position is recorded.

I would also like to know the recording procedures and data retention period of recordings as well as the system used including its backup policy.

The recording equipment continually records all AIRWAVE voice traffic in and out of MDP Control Room positions. The recordings are stored on voice recorder servers and are regularly archived for storage and retention. This archived material will be stored for a period not exceeding six years. After this period, if there is no business or legal requirement to retain the material, it is securely disposed.

Can you also provide me with the Police force policy for a Police officer to keep a written detailed log of all calls the officer makes and its retention policy.

MDP have no policy that requires police officers to keep a written record of all calls. Officers are expected to use their own judgement to make notes pertaining to telephone calls when appropriate.

If you are not satisfied with this response or wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, 1st Floor, MOD Main Building, Whitehall, London SW1A 2HB (email CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate the case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website (<http://www.ico.org.uk>).

Yours sincerely

MDP Sec Data Protection and Freedom of Information Office