

***Insert name of your public authority here***

**Chapter II of Part I of the Regulation of Investigatory Powers Act 2000**

**Schedule for Authorised Acquisition of Subscriber Information**

This schedule forms part of a legal process for the acquisition of communications data in accordance with the Regulation of Investigatory Powers Act 2000 and the code of practice approved by Parliament under section 71.

If you need guidance on the completion the schedule or the legalities involved you should seek assistance from the SPoC.

The SPoC will review the schedule to ensure the data requested is compliant with what the designated person has authorised. Where the SPoC has a concern the data requested is not commensurate with what the designated person has authorised the SPoC should liaise with the person completing the schedule and resolve the issue. If appropriate, the SPoC will share a continuing concern with the senior responsible officer.

<b>1) Name of Person Completing the Schedule</b>		<b>SPoC Reference for this Schedule<sup>1</sup></b>	
<b>2) Office, Rank or Position</b>		<b>4) Your Telephone Number.</b>	
<b>3) Your Email Address</b>		<b>5) Operation Name (if applicable)</b>	

<b>6) Specify the traffic data or service use data from which the data (set out in paragraph 7) are derived</b> <b>Provide details of any reference numbers supplied by the SPOC with the traffic data or service use data</b> <b>Were you the applicant for the traffic data or service use data?</b>	<b>If not, state role within investigation/operation</b>
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<b>SPoC: Provide cross references to the relevant notice or authorisation for the traffic data or service use data</b> <b>Date designated person authorised the acquisition of consequential subscriber information</b>	An authorisation granted by a designated person has a maximum validity of one month from the date granted (see paragraph 3.42 of the code)
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<b>7)</b>	<b>For completion by Accredited SPoC</b>					
	<b>Name of CSP</b>	<b>♣ Ref</b>	<b>SPoC Completing</b>	<b>♦ Name of CSP</b>	<b>♣ Ref</b>	<b>SPoC Completing</b>
<b>Subscriber Data</b> For example, telephone number <sup>2</sup>						

<sup>1</sup> This schedule must be retained in written or electronic form and physically attached or cross referenced to the application, authorisation/s, copy notice/s and other relevant document/s - see paragraph 6.1 of the code

<sup>2</sup> Where possible, use 'copy / paste' to insert the data to minimise the likelihood of error

