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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.

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

6) Specify the traffic data or service use data from which the data (set out in paragraph 7) are derived

Provide details of any reference numbers supplied by the SPOC with the traffic data or service use data

Were you the applicant for the traffic data or service use data?

If not, state role within investigation/operation

SPoC: Provide cross references to the relevant notice or authorisation for the traffic data or service use data

Date designated person authorised the acquisition of consequential subscriber information

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)

7)	For completion	by Accred	ited SPoC			
Subscriber Data	Name of CSP	♣ Ref	SPoC Completing	• Name of CSP	♣ Ref	SPoC Completing
For example, telephone number ²			John John John John John John John John			

¹ This schedule must be retained in written of 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 ² Where possible, use 'copy / paste' to insert the data to minimise the likelihood of error

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- Recording relevant reference numbers and cross references will assist the SPoC to produce an audit necessary to ensure the integrity of any requirements for the acquisition of subscriber information to be obtained directly upon the acquisition or disclosure or traffic data or service use data.
- ♦ The additional columns may be used where:
 - it is subsequently determined a telephone number has ported to another CSP or
 - the Designated Person has granted an authorisation for the SPoC to undertake the acquisition of subscriber information sufficient to link a telephone number to an address or identify a user and the SPoC, having sought to undertake the acquisition directly from the CSP, is to serve details of the authorisation on the CSP requesting the disclosure of further information, for example the CSP's 'customer service notes' or the 'top-up history' for a particular mobile telephone

14) PERSON COMPLETING THE SCHEDULE

I undertake to inform the SPoC of any change in circumstances that no longer justifies the acquisition of the data.

I have read the application, the comments of the SPoC and the conduct authorised by the designated person concerning the acquisition of the traffic data or service use data, which I have specified at paragraph 6, and taken account of the consequential subscriber information the designated person has authorised the SPoC to obtain. I understand that any false or misleading information contained in this schedule may give rise to disciplinary or criminal proceedings.

The data (set out in paragraph 7) has been researched and I can confirm:

- the data is derived from the traffic or service use data specified by me at paragraph 6;
- no other applications have been made for the data within this investigation or operation;
- intelligence systems have been checked for 'crossovers' with other investigations and operations;
- open source research has been undertaken on the internet concerning the data³ and
- the data sought complies with what the designated person has authorised the SPoC to obtain;

Other information you consider the SPoC should be aware of, for example certain data may have been identified as highly significant as the result of analysis within the investigation or operation

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³ The searches you make on the internet may be traced back to your organisation, you should therefore seek advice from a SPoC or the person responsible for your network security prior to undertaking them