1.0 Summary of Changes

1.1 This is a new joint policy for Essex Police and Kent Police.

2.0 What this Policy is About

2.1 This policy deals with making applications to access communications data from postal services or telecommunications systems. ‘Communications data’ includes information relating to the use of a postal service or telecommunication system but does not include the contents of the communication itself, contents of e-mails or interactions with websites.

Compliance with this policy and any linked procedures is mandatory.

3.0 Statement of Policy

3.1 This policy is devised to:

- Provide the definition of ‘communications data’;
- Identify the key legislation relating to the accessing of communications data;
- Describe the application process to access communications data;
- Describe the process for urgent applications;
- Explain the process of how to evidence previously obtained data;
- Provide the procedure for nuisance or malicious calls.

3.2 This is to ensure that all applications and processes relating to the accessing of communications data are properly adhered to according to the legislative framework surrounding it.

3.3 For further advice contact CIU.

4.0 Implications of the Policy

4.1 Finance / Staffing / Training / Other

4.1.1 There are no implications affected staffing, training or finance in relation to this policy.

4.2 Risk Assessment(s)

This policy has been assessed as medium risk.
4.3  Equality Impact Assessment

4.3.1 An Equality Impact Assessment has been carried out and shows the proposals in this policy would have no potential or actual differential impact on grounds of race, ethnicity, nationality, gender, transgender, disability, age, religion or belief or sexual orientation.

5.0  Consultation

The below departments/roles have been consulted in relation to this policy:

- Communication Intelligence Unit.
- Finance
- HR
- Health & Safety
- Estates
- IT Security
- Legal
- Freedom of Information

6.0  Monitoring and Review

6.1 This document will be monitored and reviewed every two years by the policy owner and Communications data Force lead, SCD.

7.0  Related force policies or related procedures (Essex) / linked standard operating procedures (Kent)

- S 0201 Procedure - Accessing Communications Data
- S 0202 Procedure - Nuisance or Malicious Calls

8.0  Other source documents, e.g. Legislation, APP, partnership agreements (if applicable)

- Acquisition and Disclosure of Communications Data Codes of Practice.pdf