

# PHF TRAINING

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## Accessing Communications Data, Accredited Single Point of Contact (SPoC) Course

**Duration: Two Days**

**WHO SHOULD ATTEND:** Staff that are required to perform the role of a Single Point of Contact (SPoC) to Access Communications Data.

**AIM:** To provide the delegates with the knowledge to be able to fulfil their role as defined within the Codes of Practice as a Single Point of Contact (SPoC).

### Introduction

The powers for Accessing of Communications Data for lawful purposes is dealt with Currently under Chapter two of the Regulation of Investigatory Powers Act (RIPA). However, this will change when the provisions under the Investigatory Powers Act come into force.

Accessing of Communications Data for lawful purposes can only be undertaken through an Accredited Officer (AO) who has passed the Home Office accredited course. These officers are commonly known as a Single Point of Contact (SPoC).

This two day course is available to staff that are from one of the Public Authorities designated in law to access communications data. Following successful qualification through this course the Home Office will validate the successful candidates by providing them with a PIN number following confirmation from their Senior Responsible Officer (SRO) that the candidate will be performing the role of an Accredited Officer.

Local Authority staff must use the National Anti-Fraud Network (NAFN) who have Accredited Officers to access the communications data. They are no longer able to have their own staff trained.

The contents of the two-day course are shown on the next page.

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## Course Contents

### Registration

### Admin

### Introductions

### Current Working Practices

- Communications data
- How the delegates role requires them to access data at present
- How They Handle the Product at Present

### Human Rights Act

- RIPA and HRA
- Three tests
- Right to life issues, emergency services where required
- Proportionality
- Collateral Intrusion
- Necessity

### Codes of Practice and Legislation

- Relevance
- Content
- What does the legislation allow your organisation to obtain and why?

### How CSP's and Postal Services Operate & the Material Held

- Landline telephones
- Mobile telephones
- Internet Service Providers
- Postal Services

### Section 21 (4) (a) Traffic data

### Section 21 (4) (b) Use made of the service itemized billing

### Section 21(4) (c) Other data e.g. subscriber details

### Relevant Roles and Responsibilities under the Legislation and Codes

- Role of an Accredited Officer
- Role of SPOC
- Designated person

### Providing Advice

- Who should the SPoC advise?
- Identifying objectives for the applicant
- Ongoing advice through to court if necessary

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## **Application Process**

- Overview of process start to finish
- Continuity for audit
- Authorisations, notices and schedules, the difference, which to use and when?
- Necessity, proportionality and collateral intrusion
- Priority grading
- Must not mislead
- Disclosure of data
- Duration
- Renewal
- Requirements of telecommunications operator or postal service
- Excess data
- Cancellation
- Keep record of errors

## **Dissemination and Management of the Product**

- The SPoC's responsibilities
- Retaining the 'Golden Copy'
- Data Protection
- Responsibility of DP

## **Obtaining the Evidence from a CSP or Postal Service**

- Best Evidence
- Each CSP Data Retention Policy and Law
- Unaltered Copy (Golden Copy)
- Springstein Statements

## **Retention of Documents**

- What must be retained?
- Storage
- Hold until audited by commissioner
- Keep record of errors
- Retain for complaints tribunal
- Security of data
- DPA applies

## **Disclosure under CPIA (if applicable)**

- SPoC's responsibilities
- Unused
- Sensitive
- Public Interest Immunity (PII)

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## **Oversight and Errors**

- What are errors and the procedure for them?
- Independent oversight
- Scrutiny by Information Commissioner
- Must comply with request from commissioner
- Role of Inspection Commissioner
- Applicant and DP may be required to justify their decisions

## **Complaints**

- Independent Tribunal
- Complaints procedure readily available
- Tribunal's power
- Disclosure to tribunal
- Codes of Practice
- Readily available
- Admissible in evidence

## **Written Examination**

## **Course debrief and evaluation**