

Appendix 1

COVERT SURVEILLANCE OF EMPLOYEES APPLICATION FORM

Guidance Note:

1. Applicants and the Monitoring Officer must comply with the City Council's Covert Surveillance of Employees Policy and Procedure, Information Commissioner's guidance on Employment Practices Code; Data Protection Act 1998; Human Rights Act 1998 and any other guidance issued from time to time.
2. The application must include detailed evidence to demonstrate a justifiable need for covert surveillance.
3. Data Protection Act 1998: The details provided on this form will be used in connection with covert surveillance and any Court or tribunal action taken in connection with same. The information may also be shared with employees, consultants and relevant inspectorate bodies employed in connection with any action taken.
- 4.

1 Section 1 (To be completed by applicant)

Subject of Covert Surveillance		Unique Identification Number (UIN)			
Directorate			Year	Directorate	Number

2 Details of Application (To be completed by applicant)

2a	Describe the Purpose of the Surveillance	
2b	Identify on what Grounds the Surveillance is Necessary (<i>eg what other methods have been considered? Have all internal procedures been exhausted? </i>)	
2c	Explain why the Surveillance is Proportionate to what it Seeks to Achieve (<i>eg Cost to the public, detriment to others?</i>)	
2d	The Nature of the Surveillance to be Authorised, including any Premises or Vehicles involved (<i>give clear and full details</i>)	

3	Details of the Subject of Covert Surveillance as in Box 1	
	Name	
	Home Address (only if required for surveillance)	
	Work location	
	Additional Information (as appropriate)	

4	Explanation of the information that should be obtained from the surveillance: <i>(benefits that justify and any adverse impact; details of the location(s) where surveillance will take place; a map; as well as a written description if necessary)</i>	

5	Details of any equipment to be used and the ability of the person fitting/using the equipment:	
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6	Details of any potential collateral intrusion and why the Intrusion is unavoidable: <i>(include steps to be taken to minimise collateral intrusion and what consideration to Human Rights has been given?)</i>	

7	Confidential Information: indicate the likelihood of obtaining any confidential information. <i>(If confidential information will be obtained the authority for the surveillance MUST be signed by the Chief Executive).</i>	

8	Start Date		
	End Date		

9	Applicant's Details	
	Name (print):	
	Job Title:	
	Applicant's Signature:	

Authorising Officer's Comments

10	Authorising Officer's Statement: Comments Explaining Why (in their view) the Surveillance is/is not Necessary and Proportionate:		
	<p><i>(Describe why the surveillance is necessary, whom the surveillance is directed against, where it will take place, what surveillance activity/equipment is sanctioned, how it will be achieved. NB: Such comments and/or authorisation may have to be provided via email. Consequently the form may not always contain a physical signature).</i></p> <p>I hereby recommend authorisation/rejection (delete as appropriate) for the surveillance as described for the following reasons:</p>		
	Name (print):		Job Title:
	Signature:		Date:
	Email Authorisation	An authorising email will need to be attached to this form in the absence of a physical signature	Details of email Date Authorising Officer

**Document Control:
Version History**

Version	Status	Date	Author	Summary of Changes
1.0	For Approval	September 2013	A Bajaj	Initial document

Reviewers

Name	Role	Business Area
N Sutaria	HR Business Partner	Resources Directorate
G Carter	Senior Solicitor, Employment	Resources Directorate
J Hutchings	Information Governance Manager	Resources Directorate

Management Approval

Name	Role	Business Area
C West	Executive Director	Resources Directorate
S Brake	Assistant Director, Policy & Performance/Caldicott Guardian (RIPA Monitoring Officer & Senior Responsible Officer)	People Directorate / Chair of JIST
C Forde	Assistant Director, Legal Services	Resources Directorate
S Roach	Deputy Director, Strategy & Communities	People Directorate
S Iannantuoni	Assistant Director, HR	Resources Directorate
TU Core Group	Trade Union	

Member Approval

Name	Date
Cllr Townshend Cabinet Meeting (Community Safety & Equalities)	
Audit & Procurement Committee	

Distribution

Name	Organisational Department	Format
All	Intranet	Word/.pdf