



Authorisation for Covert Surveillance (RIPA – Light Process)

Name of Applicant		Service Unit and Directorate	
Contact Details			
Investigation/Operation Name (if applicable)			
Investigating Officer (if a person other than the applicant)			

DETAILS OF APPLICATION

1. Give name and position of authorising officer. Under Dorset Council's Covert Investigations Policy, the authorising officer must be at Service Manager Level or above, unless Confidential Information¹ is likely to be obtained by the surveillance, in which case the authorising officer must be at Corporate Director level or above.

2. Describe the purpose of the specific operation or investigation.

3. Describe in detail the surveillance operation to be authorised and expected duration, including any premises, vehicles or equipment (e.g. camera, binoculars, recorder) that may be used.

¹ Confidential Information for these purposes means: 1) information that has been provide in confidence, identifies an individual (whether living or dead) and relates to that person's physical or mental health or spiritual counselling; 2) information about confidential discussions between members of Parliament and their constituents; 3) confidential journalistic material; and 4) information to which legal professional privilege attaches.



4. The identities, where known, of those to be subject of the directed surveillance.

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5. Explain the information that it is desired to obtain as a result of the directed surveillance.

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6. Processing of personal data shall be lawful only if and to the extent that at least one of the following grounds apply. Confirm the ground on which any personal data contained in evidence captured by the surveillance is considered necessary.

Processing is necessary for compliance with a legal obligation to which the council is subject	Yes / No
Processing is necessary in order to protect the vital interests of the data subject or of another natural person	Yes / No
Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller	Yes / No
Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.	Yes / No

7. Identify on which grounds the directed surveillance is necessary under Section 28(3) of RIPA. Delete those that are inapplicable.

For the purpose of preventing or detecting crime or of preventing disorder	Yes / No
In the interests of the economic well-being of the United Kingdom	Yes / No
In the interests of public safety	Yes / No
For the purpose of protecting public health	Yes / No



For the purpose of assessing or collecting any tax, duty, levy or other imposition, contribution or charge payable to a government department	Yes / No
8. Explain why this processing is necessary on the ground(s) you have identified in response to questions 6 and 7 above, with reference to the objectives of the investigation set out under question 2.	
9. Supply details of any potential collateral intrusion and why the intrusion is unavoidable. [Bear in mind Code paragraphs 3.8 to 3.11.] Describe precautions you will take to minimise collateral intrusion.	
10. Explain <u>why</u> this directed surveillance is proportionate to what it seeks to achieve. How intrusive might it be on the subject of surveillance or on others? And why is this intrusion outweighed by the need for surveillance in operational terms or can the evidence be obtained by any other means?	
11. Confidential information [Code paragraphs 4.1 to 4.31]. INDICATE THE LIKELIHOOD OF ACQUIRING ANY CONFIDENTIAL INFORMATION:	



12. Applicant's Details

Name (print)

Tel No:

Position

Date

Signature

13. Authorising Officer's Statement. [Spell out the "5 Ws" – Who; What; Where; When; Why and HOW– in this and the following box.]

14. Explain why you believe the directed surveillance is necessary [Code paragraph 3.3].

Explain why you believe the directed surveillance to be proportionate to what is sought to be achieved by carrying it out [Code paragraphs 3.4 to 3.7].

15. (Confidential Information Authorisation.) Supply detail demonstrating compliance with Code paragraphs 4.1 to 4.31.



Date of first review²			
Programme for subsequent reviews of this authorisation: [Code paragraph 3.23]. Only complete this box if review dates after first review are known. If not or inappropriate to set additional review dates then leave blank.			
Name (Print)		Position	
Signature		Date and time	
Expiry date and time [e.g.: authorisation granted on 1 April 2024 - expires on 30 June 2024, 23.59]			

² In each case the frequency of reviews should be considered at the outset by the authorising officer. This should be as frequently as is considered necessary and practicable.