



<b>POLICY</b>	<b>Issue: 2.0</b>
<b>Voice Recording in CNC Control Rooms and CNC Facilities</b>	<b>Date: 03/11/2009</b>

## Policy Statement

The Civil Nuclear Constabulary (the Constabulary) recognises that there will be occasions when it is desirable or necessary to record voice transmissions being made via the telephone or radio systems to or from its establishments (this includes mobile facilities).

There are various reasons for carrying out voice recording such as

- it being in the interests of national security;
- the prevention, detection and investigation of crime;
- the training and monitoring of staff;
- quality assurance of information being provided;
- specific requirements e.g. the recording of firearms briefings.

This policy is intended for instances where regulations allow interception without consent but it is not intended for covert recording which requires authorisations such as those under the Regulation of Investigatory Powers Act 2000.

The following statement is to fulfill a requirement to inform every person who may use the systems that interception may take place.

*“The CNC receives calls into its Control Rooms via the public lines as well as contact over the radio. The nature of a voice transmission cannot be predicted and, therefore, all transmissions into and out of the Control Rooms are recorded, without discrimination, to assist with the prevention and detection of crime and to ensure that standards are achieved and maintained (transmissions include radio transmissions, telephone conversations and other voice transmissions). All staff, contract employees and everyone who may use the Police Telecommunications systems are reminded that their conversations and all other communications using these systems may not be considered private. The CNC is emphatic in its determination that integrity is non-negotiable. If deemed appropriate, recorded communications will be used in criminal and disciplinary proceedings”*

## Aims of the Policy

To ensure, as far as reasonably practicable, that there are processes, procedures and guidance in place in respect of voice recording to ensure that:-

- only authorised recording equipment is used;
- only authorised and suitably trained staff are able to access the recordings;
- the grounds and reasons for making and using any recordings are necessary, proportionate, accountable and lawful;
- any recording is carried out in a lawfully manner;

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- an individual's rights to privacy and the safeguarding of their human rights are taken into account;
- measures are in place to prevent the recording systems together with the storage and handling of the recording being compromised or subject to inappropriate disclosure.

This policy is enacted by the following management system documents:-

CNC/PP/0578 - Voice Recording in CNC Control Rooms and CNC Facilities

Related documents (this list is not exhaustive)

CNC/POL/2.1.1 - Quality of Service

CNC/POL/2.3 - Security Policy

CNC/POL/5.3 - Records Management Policy

CNC/POL/6.3.1 - Police Control Rooms

CNC/POL/6.4.2 - Use and Deployment of Technical Support Equipment. (For surveillance purposes).

Data Protection Act 1998

Human Rights Act 1998

The Regulation of Investigatory Powers Act 2000 (RIPA)

The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000

Freedom of Information Act 2000

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