

PROCEDURES FOR POLICE LIAISON AT THE EDINBURGH CAMPUS

To support Data Protection Policy
and Protecting Vulnerable Groups Policy

March 2014

PROCEDURES

**HERIOT-WATT UNIVERSITY
PROCEDURES FOR POLICE LIAISON AT THE EDINBURGH CAMPUS
TO SUPPORT DATA PROTECTION POLICY AND PROTECTING VULNERABLE
GROUPS POLICY
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1. INTRODUCTION

The University aims to maintain a safe environment, respecting the rights of all members of the University community. It is University policy to provide a prompt, helpful and appropriate response when asked for assistance by police who come onto the Edinburgh campus to attend or investigate an incident, while ensuring that all requests for information about individuals are supported by formal and appropriate documentation and subject to the approval processes set out in these procedures. Whilst it is important for the University to co-operate with the police, all colleagues must also comply with the University's legal obligations under the UK Data Protection Act 1998 and duty of care towards staff and students.

There are eight primary reasons why it may be appropriate for the UK police to come on to the University's Edinburgh campus:-

1. To carry out normal routine patrols (Heriot-Watt University is part of a police patrol area). Community Police will come onto the Edinburgh campus from time to time, to patrol the grounds as part of their remit covering the wider Currie and Balerno community; this arrangement has been agreed by the University and the police and is felt to provide a reassuring presence.
2. To detain an individual.
3. If requested by University staff to attend an incident.
4. To conduct an investigation in which they may request personal data or CCTV images relating to staff, students or visitors on the campus.
5. To conduct an investigation in which they may require to interview an individual (staff, student, visitor) on the campus.
6. To protect the vital interests of an individual e.g. to contact next of kin where a member of the University is involved in a medical emergency
7. Where the University wishes to raise an issue with the police.
8. To attend meetings with managers on campus to support wider security initiatives

The following procedures set out how to respond to requests from the police in relation to investigations for the reasons outlined in 1-6 above. The examples set out in these procedures are not exhaustive. If any member of staff is unsure of how to respond to a request from the police for assistance or information they should contact one of the officers named in section 9.

2. KEY PRINCIPLES

Police coming on to campus should always be asked to report to the Security Control Room which is located to the rear of the main reception desk in the James Watt Centre.

The Duty Security Supervisor will obtain proof of identity of the police officers in every case, by requesting details of the police officer(s) rank, name, badge number and station.

The Duty Security Supervisor will ask the police to

- explain the purpose of their visit and the assistance sought from the University.
- provide any warrant or court order that mandates them to obtain information or require University cooperation; or formal request for

disclosure using form md4 (04/11) – in Appendix A

The Duty Security Supervisor will alert the Security and Operations Manager who will in turn liaise with the Secretary of the University or her nominee, referring the request to the appropriate responsible officer for approval. In the absence of the Security Manager, the Duty Security Supervisor will make contact with the Secretary of the University or her nominee. A list of responsible officers is listed in Appendix D.

In cases where the police seek personal data and do not have a warrant to obtain it, there is no general legal requirement under the Data Protection Act 1998 for the University to disclose information. In order to ensure that any disclosure of personal data is lawful, colleagues must follow the procedures set out in section 4.1 and seek the approval of the relevant responsible officer before disclosing any information requested.

3. LIAISING WITH POLICE ATTENDING CAMPUS FOR INVESTIGATIONS

3.1. During working hours the following actions must be taken:

Irrespective of where the police may arrive on campus, they must be advised to report initially to the Security Control Room located to the rear of the main Reception Desk in the James Watt Centre. The Duty Security Supervisor will obtain proof of identification and ask the police to provide information on the reason for the visit.

Where the police are seeking information about students, colleagues, or other members of the University community, the Duty Security Supervisor will follow the procedures set out in section 4.1 and obtain approval of the relevant responsible officer.

The Duty Security Supervisor will make contact with the Security and Operations Manager to advise him of the police attendance on campus. Depending on the nature of the visit, the Security and Operations Manager will meet with the police and offer whatever assistance may be required. If the Security Manager is not available then this will need to be actioned by the Duty Security Supervisor within the Security Officers' team.

The Security Manager (or in his absence, the Duty Security Supervisor) will make contact with one or more of the relevant responsible officers listed below to inform them of the police presence and the reason for this, and seek approval for any action required.

Requests from the police must be referred immediately to the Secretary of the University in all cases where the police

- (i) request access to IT accounts, hard drives, servers or to undertake covert surveillance of user accounts
- (ii) come on to campus to effect an arrest or interview an individual in the course of their investigations
- (iii) request information about or access to a large number of individuals
- (iv) request information about or access to current or former members of staff
- (v) are investigating concern regarding vulnerable adults or children,

In all other cases where the police come onto the campus or request information for the purposes of any investigation, the following colleagues must be contacted until one of them responds:

- (i) Academic Registrar & Deputy Secretary or her nominee (for enquiries about students)
- (ii) Director of Governance and Legal Services, where delegated to deputise for the Secretary of the University in her absence
- (iii) Data Protection Officer, where advice is needed about requests for personal information

The Secretary of the University must be informed promptly of all cases where police requests have been declined.

In the event of the above being unavailable, their Assistants must be specifically requested to ensure that the information is passed on to them as a matter of urgency. Contact details of the relevant staff and their nominees with delegated authority to act on their behalf are provided in Appendix C. The Secretary of the University will inform relevant senior officers and other members of staff of the situation as necessary.

In ALL cases where the police attend the campus, Security must complete an Incident Report in the University's Safeguard electronic recording system. In addition, the officer responsible for responding to police requests must ensure that the request and response are appropriately documented following the procedures set out in section 4 below.

3.2 **Outside working hours the following actions must be taken:**

The police will be asked to report directly to the Security Control Room which is located to the rear of the main Reception Desk in the James Watt Centre. The Duty Security Supervisor will seek as much information as possible about their reason for attendance on campus and will seek authorisation to take appropriate action.

In all cases where the police request requires escalation [underpinning guidance will set out examples of straightforward and justifiable requests and those requiring escalation] contact must be made with the Security Manager who will advise the Secretary of the University or the Academic Registrar & Deputy Secretary or whichever senior officer is delegated to deputise for the Secretary of the University in her absence and seek authorisation to take appropriate action. If the Security Manager is not available, one of the following must be contacted by the Duty Officer until one of them responds:

- (i) Secretary of the University, in the scenarios set out in section 3.1.above
- (ii) Academic Registrar & Deputy Secretary or her nominee (for enquiries about students)

These officers will then ensure that other members of staff are contacted as appropriate.

In ALL cases where the police attend the campus, Security must complete an Incident Report in the University's Safeguard electronic recording system. In addition, the officer responsible for responding to police requests must ensure that the request and response are appropriately documented following the procedures set out in section 4 below.

4. HOW TO RESPOND TO POLICE REQUESTS FOR ASSISTANCE

This section sets out how to respond to police enquiries in the most common scenarios.

4.1 Requests for personal information

Unless the investigating officer presents a warrant or court order requiring the University to disclose personal information about staff or students, the University is not obliged to comply with such requests. Therefore all colleagues who receive requests for personal data from the police must follow these procedures to ensure that any disclosures of personal data are lawful, authorised, and auditable.

The police may make requests for information in person or by phone or email. In all cases, if the police wish to obtain personal information about a member of the University community or any other individual the Duty Supervisor or staff member receiving the request must ask the police to make a formal request using the agreed form **md4(04/11)** (see Appendix A). This will most commonly be the Police Scotland Form at Heriot-Watt University, but may also come from an alternative Force.

The request must

- be signed off by a senior police officer; this may be a scanned image of a signed form, if the request is made by email. The name and contact details of the requester and authoriser and the date of each signature must be clear on the form
- cite the specific exception to the non-disclosure provisions of the UK Data Protection Act that applies to the disclosure request, and explain why the exemption applies
- Quote the crime reference, if there is one, and state the purpose of the request

Section 29 of the UK Data Protection Act is an exemption to our legal obligation *not to disclose personal data to third parties without the individual's consent*. Section 29 of the UK Data Protection Act gives the police the right to *ask us* to disclose personal data order. However, to disclose personal data lawfully to the police, we have to satisfy a two part test:

- That disclosure is *necessary* for one or more of the following purposes: the prevention or detection of crime or the apprehension or prosecution of offenders; and
- That *not* disclosing the personal data would be likely to prejudice the purpose cited.

The only other exemption from our legal obligation not to disclose personal data to third parties without the individual's consent that may be relevant is where a member of the University community is involved in a medical emergency and the police request information urgently to confirm the identity of the individual concerned or make contact with their next of kin, or doctor if that information is available to the University.

In such cases we would have to be satisfied that disclosure of the information is necessary to protect the vital interests of:

- the individual or another person, in a case where the individual's consent cannot be given

In the most common scenario, the police may request contact details for an individual as a last resort, in cases where the individual is not recorded on the national police computer system. In the case of a straightforward request for contact details for one student, where the reason for the request is justifiable, e.g. to pursue an investigation where the individual has reported or is a witness to a crime, and the relevant conditions for disclosure set out in the UK Data Protection Act, listed above, are met, approval to disclose the information may be delegated to the designated contacts in the Academic Registry or Student Support and Accommodation Services

In all other cases, decisions to disclose personal data must be approved by the relevant responsible officer. These are listed in Appendix C.

In ALL cases where the police attend the campus, and make a request for personal data to Security, the Duty Security Officer must record the request in the Incident Report form in the University's Safeguard electronic recording system. The record must state the information requested, the reason for the request and name of the responsible officer to whom the request was escalated.

The responsible officer must be satisfied that the request is reasonable and proportionate and disclose only the minimum personal data necessary for the purpose, seeking advice from the University Data Protection Officer as appropriate. *If we are not satisfied that the police have given us sufficient reason we are not compelled to comply with the request made under Section 29. If the police present a warrant or court order it is mandatory for us to comply.*

4.2 Recording requests and decisions

For each disclosure request, a copy of the completed, police request form, including the reasons given for the request, together with a University Disclosure Decision form [Appendix B] recording the decision to withhold or release the information, the information disclosed, where applicable, and reasons for the decision must be lodged with the following responsible officers who maintain a complete confidential record of all such cases on behalf of the Secretary of the University.

Students or their next of kin/emergency contacts:

Kathy Patterson, Academic Registrar & Deputy Secretary (ARDS),

Members of Staff or their next of kin/emergency contacts:

Ann Marie Dalton, Secretary of the University

4.3 Where police have information and want to conduct an interview

In a case where the police already have information about a member of the University community and want to conduct an interview in the course of their investigation, the University and the police have a working arrangement that Police Scotland Officers will normally

- Try to let the individual that they wish to interview know in advance

prior to approaching them on the campus although this is not always possible.

- Report in to University Security at the main reception to let the Duty Security Supervisor know what is happening if they come on to the campus so that Security will be in a position to ensure that the Secretary of the University and the ARDS can be kept informed and will involve others where appropriate.
- In keeping with this agreement that the matter be handled discretely and sensitivity, wherever possible take steps to respect the privacy of the individual concerned, for example, waiting to the end of a lecture before they approach a student, or attend in plain clothes rather than uniform, where appropriate.

However, it must be recognised that:

- The police have a right to go direct to the individual, wherever they are on the campus.
- The police have advised that there will be occasions when they consider the matter to be the personal business of the member of staff or student and must maintain confidentiality in order to comply with the UK Data Protection Act. The police will not therefore guarantee to inform the University in every case.

Any colleague who is aware of a direct police approach to a member of staff or student should inform the Secretary of the University or the Academic Registrar and Deputy Secretary, in the case of students, or the Secretary of the University in the case of staff, so that relevant officers can be informed if appropriate to offer support and so that a central University record of all police visits and requests can be maintained.

4.4 CCTV Images

Requests for disclosure of images and CCTV recordings are subject to the University CCTV Procedures.

A police officer may request access to CCTV images held by the University either by viewing such data within the Security Control Room behind the main University reception or requesting a copy of the data. During working hours requests are subject to the same approval process as those for the disclosure of other personal data.

Outwith working hours requests for access to images by the Police may be complied with on the authority of the Security and Operations Manager or the Duty Security Supervisor provided that:

- they are accompanied by a written request using the appropriate form md4 (04/11) (see Appendix A) signed by a Senior Police Officer, who must cite the relevant exemption/s to the non-disclosure provisions of the Data Protection Act; and
- demonstrate that the request is proportionate and necessary for the purposes of a specific crime enquiry.

The Security Supervisor will complete form(s) ta/36 (03/06) and ta37 (06/11) (see Appendix D) to confirm the authenticity of the recordings and arrange for

all data on recordings required for disclosure to be copied onto secure encrypted media.

The Security Supervisor must complete details of the request and any disclosure made in the Incident Report in the University's Safeguard electronic recording system. The Supervisor will arrange for the secure communication of the completed police request form (md4 (04/11) Appendix A) the University Personal Data Disclosure Request Decision Form (Appendix B) and an encrypted copy of the recordings disclosed to be retained in the secure filing system maintained by the Assistant to the Academic Registrar and Deputy secretary, for requests about students or the Assistant to Secretary of the University for all other requests.

Images and recordings requested for police investigations must be supplied directly to the police, not to any 3rd party. Requests by individuals for their own images captured on CCTV will be dealt with in accordance with the relevant section of the CCTV procedures.

5. COMPLAINTS

Any concerns or complaints about the operation of this procedure should, in the first instance, be addressed to the Secretary of the University who will follow the University Complaints Handling Procedure.

Concerns or queries relating to any aspect of compliance with the UK Data Protection Act should be directed to the Data Protection Officer, who is the Head of Heritage and Information Governance.

6. RESPONSIBLE OFFICERS

The Secretary of the University has senior management accountability for governance, policies, procedures and controls to manage the University's legal obligations. The Secretary of the University must approve all police requests of the kind listed in section 3.1, above, and be notified of all police attendance on campus and requests by police for personal data.

The Academic Registrar & Deputy Secretary (ARDS) has delegated authority to liaise with the police in the absence of the Secretary of the University and is responsible for approving disclosure of information about students.

The Security and Operations Manager is responsible for the implementation of these procedures by the University Security Section.

A full list of officers with delegated responsibilities can be found in Appendix C

7. MONITORING AND REVIEW

The University Information Governance and Security Group will review these procedures annually, taking account of relevant legal developments and feedback of stakeholders, and report with recommendations to the Secretary's Board. Following review, these Procedures will be revised and updated as

appropriate.

8. RELATED POLICIES, PROCEDURES AND FURTHER REFERENCE

These Procedures should be read in conjunction with the following University Policies, Guidance and Procedures:

Data Protection Policy

[URL]

CCTV Procedures

[URL]

Complaints Handling Procedures in support of the University Complaints Policy

<http://www.hw.ac.uk/registry/resources/complaint-procedure.pdf>

Fair Processing Notice explaining the University's use of student data.

<http://www.hw.ac.uk/registry/resources/studentpersonaldatastatement.pdf>

Criminal Procedure (Scotland) Act 1995

<http://www.legislation.gov.uk/ukpga/1995/46/contents>

Data Protection Act, 1998

<http://www.legislation.gov.uk/ukpga/1998/29/contents>

9. FURTHER HELP AND ADVICE

For more information and advice about these Procedures contact

Security and Operations Manager:

William J Taylor
Security and Operations Manager
Estates Services
Campus Services
Heriot-Watt University
Edinburgh EH14 4AS
Telephone: 00 44 131 451 3404
Email: w.j.taylor@hw.ac.uk

Academic Registrar and Deputy Secretary

Kathy Patterson
Academic Registrar and Deputy Secretary
Heriot-Watt University
Telephone: 00 44 131 451 3368
Email: K.Patterson@hw.ac.uk

Data Protection Officer:

Ann Jones
Head of Heritage and Information Governance
Governance and Legal Services
Heriot-Watt University
Edinburgh EH14 4AS
Telephone: 00 44 131 451 3219

Email: foi@hw.ac.uk.

10. DEFINITIONS

CCTV	Closed Circuit Television.
Control Room(s)	The room(s), manned by security staff, which contain the security, fire and CCTV systems.
Data Protection Officer	The member of staff with oversight of organisational and technical measures and controls to comply with the Data Protection Act 1998.
Personal Data	Information which relates to a living person who can be identified from those data or from those data and other information that that the Data Controller holds or is likely to receive
Responsible Officers	The Secretary of the University and other officers with delegated authority or duties under these procedures. A list of responsible officers is in Appendix C.
Security and Operations Manager	The member of staff with specific responsibility for management and control of the University's Security Patrol officers and CCTV systems or his/her nominee.
Senior Officers	For the purposes of this Policy, the relevant Senior Officers are the Secretary of the University, Academic Registrar and Deputy Secretary, Director of Human Resources Development and the Director of Governance and Legal Services.

11. PROCEDURES VERSION AND HISTORY

Version No	Date of Approval	Approving Authority	Brief Description of Amendment
7	04 03 2014	Secretary's Board	Addition to contacts list on recommendation of Secretary's Board.

REQUEST FOR DISCLOSURE OF PERSONAL DATA

Under Sections 29 of the Data Protection Act, 1998

This form should be used when it is necessary to request personal data from another company / organisation.

The first box should be completed with the details of the organisation holding the data. The second and third boxes should detail the data required and the reason for the request. The form should be sent/given to the organisation and a copy retained by the officer/section making the request. Please note: the form can only be emailed if the rules for 'restricted' handling are followed i.e. the recipient's email address must be on the 'pnn', 'gsi', 'gsx' or 'nhs.net' network.

Organisation / Company:	_____	Contact Name:	_____
Address:	_____		_____
Telephone:	_____		_____

I am making enquiries on behalf of the Police Service of Scotland which are concerned with:

- * (a) the prevention or detection of crime
- * (b) the apprehension or prosecution of offenders
- * (c) in order to protect the vital interests of the data subject or another person, in a case where-
 - (i) consent cannot be given by or on behalf of the data subject, or
 - (ii) the data controller cannot reasonably be expected to obtain the consent of the data subject.

Name:	_____	Date of Birth:	_____
Address:	_____		

Nature of Enquiry:	_____		

Reason that the information is necessary:

I certify that the data is required for the reason(s) stated above. I understand that if any information on this form is omitted or wrong I may be committing an offence under Section 55 of the Data Protection Act, 1998.

Name and Signed:	_____	Rank: Date:	_____
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Countersigned by Supervisor –

Name and Signed:	_____	Rank: Date:	_____
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md4 (04/11)

Appendix B

Personal Data Disclosure Request: Decision Form

- Data Protection Act 1998 (DPA)



To be completed by the University officer responsible for the decision to release or withhold the personal data requested

1. Attach a copy of the applicant's disclosure request form, confirming that the form has been fully completed with the following information

Name, rank, signature and contact details of applicant, date of request	
Name, rank signature of supervisor authorising request, with date of authorisation	
Details of the individual/s (data subject/s) who is/are the subject of the personal data request	
Details of personal data requested	
DPA disclosure provisions cited by applicant	
Reason for request	

2. Decision:

Disclose	Withhold	Seek consent of data subject
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3. Details of Decision

Reason for decision	
Personal Data Disclosed if applicable	
Method of disclosure	

4. Officer responsible for authorising disclosure/refusal of request

Name:		Signature:	
Role		Date	

5. Legal Authority under the Data Protection Act 1998 to disclose the personal data without consent

S 29 Crime and taxation: Personal data processed for any of the following purposes— .	
(1) (a) the prevention or detection of crime,	
(1) (b) the apprehension or prosecution of offenders, or.	
(1) (c) the assessment or collection of any tax or duty or of any imposition of a similar nature	
Schedule 2 Conditions: (processing of any personal data)	
(2) The processing is necessary— (a) for the performance of a contract to which the data subject is a party, or. (b) for the taking of steps at the request of the data subject with a view to entering into a contract.	
(3) The processing is necessary for compliance with any legal obligation to which the data controller is subject, other than an obligation imposed by contract.	
(4) The processing is necessary in order to protect the vital interests of the data subject.	
(5) The processing is necessary— (a) for the administration of justice, (aa) for the exercise of any functions of either House of Parliament,]. (b) for the exercise of any functions conferred on any person by or under any enactment, (c) for the exercise of any functions of the Crown, a Minister of the Crown or a government department, or. (d) for the exercise of any other functions of a public nature exercised in the public interest by any person.	
(6) (1)The processing is necessary for the purposes of legitimate interests pursued by the data controller or by the third party or parties to whom the data are disclosed, except where the processing is unwarranted in any particular case by reason of prejudice to the rights and freedoms or legitimate interests of the data subject.	
Schedule 3 Conditions: (processing of sensitive personal data)	
(1) The data subject has given his explicit consent to the processing of the personal data.	
2(1) The processing is necessary for the purposes of exercising or performing any right or obligation which is conferred or imposed by law on the data controller in connection with employment.	
(3) The processing is necessary	
a)in order to protect the vital interests of the data subject or another person, in a case where— (i) consent cannot be given by or on behalf of the data subject, or (ii)the data controller cannot reasonably be expected to obtain the consent of the data subject, or	
b) in order to protect the vital interests of another person, in a case where consent by or on behalf of the data subject has been unreasonably withheld.	

APPENDIX C HERIOT-WATT UNIVERSITY RESPONSIBLE OFFICERS

Ann Marie Dalton
Secretary of the University
Email: Ann-Marie.Dalton@hw.ac.uk
Telephone: 00 44 131 451 3739

Linsey Fender Assistant to the Secretary
Email: L.Fender@hw.ac.uk
Telephone: 00 44 131 451 3720

Kathy Patterson
Academic Registrar and Deputy Secretary
Email: k.patterson@hw.ac.uk
Telephone: 00 44 131 451 3368

Angela Ditchfield, Senior Executive Assistant
Email: A.S.Ditchfield@hw.ac.uk
Telephone: 00 44 131 451 3444
For requests involving current or former students
Or where delegated to deputise for the Secretary of the University in her absence

Karen McArthur
Registry Office Manager
Telephone: 00 44 131 451 3379
Email: K.McArthur@hw.ac.uk
For requests involving current or former students

Christine Johnston
Head of Student Support and Accommodation Services
Telephone: 00 44 131 451 4505
Email: C.Johnston@hw.ac.uk
For requests involving current or former students

Sue Collier
Director of Governance and Legal Services
Email: s.collier@hw.ac.uk
Telephone: 00 44 131 451 3522
Where delegated to deputise for the Secretary of the University in her absence

Mark Adderley
Director of Human Resource Development
Heriot-Watt University
Edinburgh EH14 4AS
Telephone: 00 44 131 451 3447
Email: M.D.Adderley@hw.ac.uk
For requests for next of kin contact information or where delegated to deputise for the Secretary of the University in her absence

Andrew M Menzies
Director of Finance & Interim Director of Research & Enterprise Services
Email: a.m.menzies@hw.ac.uk
Telephone: 00 44 131 451 3597
Where delegated by the Secretary of the University to respond to requests for financial information

Mike Roch

Director of Information Services

Email: m.roch@hw.ac.uk

Telephone: 00 44 131 451 3570

Where delegated by the Secretary of the University to respond to requests for access to IT systems

William J Taylor

Security and Operations Manager

Telephone: 00 44 451 3404

Email: w.j.taylor@hw.ac.uk

Ann Jones

Head of Heritage and Information Governance

(Data Protection Officer)

Governance and Legal Services

Telephone: 00 44 451 3219

Email: a.e.jones@hw.ac.uk

For advice about requests for personal data

Theresa Merrick

Director of Corporate Affairs

Telephone: 00 44 451 3379

Email: T.Merrick@hw.ac.uk

To be briefed by the Secretary of the University or her nominee in cases that may be subject to press enquiries

PROCEDURES

APPENDIX D

**POLICE
SCOTLAND**

POLICE SERVICE OF SCOTLAND

*CERTIFICATE IN TERMS OF SECTION 283 of the
CRIMINAL PROCEDURE (SCOTLAND) ACT 1995*

I _____
Insert full name and designation
being a person responsible for the operation of a video surveillance system and a person who may sign a certificate under Section 283 of the Criminal Procedure (Scotland) Act 1995.

HEREBY CERTIFY:

(i) That the camera(s) is / are located at:

Insert details of the location of the camera(s) (address) which are responsible for producing the video image.

(ii) That the nature and extent of my responsibility for the system is:

Insert details of the nature and extent of the signatory's responsibility for the video surveillance system.

(iii) That the visual images recorded on the video tape(s) / computer recording medium / computer hard drive:

Insert details of how the video tape(s) are identified, e.g. reference number(s).

are images recorded by the system of events which occurred at:

Insert details of the place where the video images occurred.

on _____ at _____
Insert date on which the video images occurred *Insert time at which the video images occurred*

Signed: _____ Date: _____

NOTE TO ACCUSED

If a notice is not served by you under Section 283(2) of the said Act not more than 7 days after the date of services of this certificate, the evidence contained in this certificate shall be sufficient evidence of the facts contained in the certificate

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CA/ /
CR/ /
Inc No.
TSU/FCU Ref:

POLICE SERVICE OF SCOTLAND

CERTIFICATE OF AUTHENTICATION

In terms of Section 279 of the Criminal Procedure (Scotland) Act 1995

*certified copy of audio/video/digital media
by person in possession and control of original*

I² _____

being the person who was on (or in between)³ _____

in possession and control of the original of the copy audio/video/digital media, on which this certificate is attached hereby certify that it is a true copy of the original, which is in my possession and control.

⁴ List and describe audio/video/digital media

Description of Original

Description of Copy

Signed: _____ **Date:** _____

- 1 Insert any known reference number
- 2 Insert name, address and, where appropriate, title of office held, or other designation
- 3 Insert date when there was possession and control of audio/video/digital media or, where appropriate, specify relevant period
- 4 Include in the descriptions any reference that is appended to the audio/video/digital media which reliance is being placed and record the locus where the audio/video/digital media was removed

ta37 (06/11)

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