



A helpline advising public sector professionals on the Regulation of Investigatory Powers Act 2000 (RIPA) and the Regulation of Investigatory Powers (Scotland) Act 2002 (RIPSA)



Local authorities and other public sector organisations are increasingly doing complex and time consuming investigations involving covert surveillance under RIPA and/or RIPSA. These Acts also govern email and internet monitoring as well as accessing communications data. The impact of the Data Protection Act and the Human Rights Act also have to be considered.

Recent media stories involving surveillance and monitoring mean that it is essential to have access to good quality advice when carrying out any kind of covert investigation or monitoring. Internal legal departments are often over stretched and dedicated RIPA/RIPSA practitioners are difficult to recruit. External legal advice is very expensive and there are very few experts in this field with real experience of advising the public sector.

The Act Now RIPA/RIPSA Helpline is designed to supplement your internal surveillance law expertise by acting as a “sounding board” or “signpost service” for you to discuss your covert surveillance operations. Our experts will guide you through the relevant area of law, discuss possible legal tactics and how to complete the relevant standard Home Office/Scottish Executive forms. The helpline is managed by Ibrahim Hasan, who is renowned throughout the UK as a leading surveillance law expert. At a time of increasing pressure on public sector budgets, the Act Now RIPA/RIPSA Helpline is the most cost effective solution for your surveillance law problems.



Our experts are fully aware of the latest changes to the RIPA regime which came into force on 6th April 2010. They can guide you in interpreting the new codes of practice and can assist you to implement changes within your organisation.

ANNUAL SUBSCRIPTION

£499 + vat

WHO WILL BENEFIT?

This service can be used by all those who are in charge of RIPA/RIPSA compliance and advice within a public sector organisation including staff in:

- Trading Standards
- Environmental Health
- Planning Enforcement
- Housing
- ASBO Unit
- Benefit Fraud
- Licensing
- Internal Audit
- Data Protection

COMMON QUERIES

- Is our use of CCTV for employee monitoring caught by RIPA/RIPSA?
- Can we set up hidden cameras in lay by's?
- Is sifting through someone's rubbish surveillance?
- Do I need a RIPA/RIPSA authorisation for a test purchase to investigate under age sales?
- Are “drive by's” Directed Surveillance?
- We are watching premises where there are children. Are there any special considerations?
- Can we check an employee's e mails for evidence of fraud?
- Can I do a subscriber check on a mobile phone that we have discovered whilst raiding a factory?
- Which forms do I need to complete to request itemised call records?

OUR HELPLINE EXPERTS

Ibrahim Hasan - Solicitor and Director of Act Now Training

Ibrahim is one of the UK's leading authorities on RIPA and RIPSA. He has trained many local authorities and public sector organisations on surveillance and data protection. He writes for various professional journals and has been interviewed in the media about these topics.

Sharon Heels - Solicitor and District Judge

An expert on surveillance law with many years of public sector experience advising and training in this area. Sharon has done in house RIPA and RIPSA training for many UK councils.

RIPA FORMS GUIDANCE (Version 3 April 2010)

Ibrahim Hasan has developed this detailed guidance on how to complete the standard Home Office RIPA forms for Directed Surveillance and CHIS. It is specifically tailored to the needs of local authorities whose surveillance operations differ from other RIPA authorities. All the forms are included from application, through to review, renewal and cancellation.

Version 3 (April 2010) of the Guidance includes:

Each RIPA form with:

- Detailed notes on how to complete each section
- References to the new RIPA Codes and Order
- References to the OSC Procedures and Guidance Document

Other useful documents including:

- A detailed briefing note on the new RIPA codes and the changes they make to the local authority RIPA regime
- Revised colour flowcharts to help officers decide what type of surveillance they are undertaking
- A list of common mistakes to avoid
- A suggested template form to be used when doing non RIPA surveillance – not available elsewhere

Over seventy different organisations have so far taken advantage of this unique resource. At a time of increasing pressure on local authority budgets, the RIPA Forms Guidance Document will save you time and money.

For more details and to download an evaluation copy go to www.actnow.org.uk



PRICES

HARD COPY - £199 plus vat
CD ROM - £299 plus vat

33% DISCOUNT

If you have bought a previous version (hard copy or CD ROM) you will automatically qualify for a 33% discount on the above prices.

RIPA HELPLINE SUBSCRIPTION FORM

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TWO EASY WAYS TO SUBSCRIBE

Fax your subscription form to **01924 451129**

Post your subscription form to Act Now Training, 64 Bradford Road, Dewsbury, WF13 2DU

Once your subscription is processed we will send you a form to nominate your two helpline users plus the dedicated helpline number.

Terms and Conditions

1. Please note that the aim of this service is to act as a telephone "sounding board" or "sign post" service. It is not meant to be comprehensive legal advice about your specific investigation. Where you require this service we will discuss with you the possibility of referring your request to specialist lawyers for advice for an additional fee.
2. Responses to queries will only be made by telephone. You can send queries by e-mail (and occasionally we may ask you to do this), but we cannot give a written response under this service. We are unable to read lengthy documents or complete RIPA/RIPSA forms on your behalf.
3. The helpline will be available on normal working days between 9am and 5pm. We aim to answer all queries within 24 hours. However at busy times it may take slightly longer.
4. This service can be used by one or two individuals nominated by you (e.g. RIPA coordinator/SPOC or a lawyer in the legal department). You can change the nominated officers only twice during each subscription year.
5. This service is not aimed at private sector lawyers or consultants. We reserve the right to refuse a subscription request.
6. We reserve the right to refuse to answer a query if it presents us with a conflict of interest.
7. Where a caller/organisation is making excessive use of this service, or is being argumentative or unreasonable, we may withdraw the service from such an organisation and refund the unused portion of the subscription fee.