



Investigatory Powers  
Commissioner's Office

### Public Authority Reportable Error Form

Please complete all of the blue boxes (the boxes are expandable)

Public Authority Details:			
Name of Public Authority			
Unique Reference Number (URN)			
Date Error reported to SRO			
Date Error reported to IPCO			

  

SPoC Details:		SRO Details:	
Name		Name	
Telephone No.		Telephone No.	
Email		Email	

  

Details of Error:	
Time & date of DP authorisation / notice	
Statutory Purpose the data was applied under <i>e.g. 22(2)(b), 22(2)(g) etc</i>	
Description of the data wrongly acquired <i>(including the communications address, type of data, time period etc)</i>	

  

Description of Error:	
Date error was discovered <i>If error is reported more than 5 working days after being discovered please explain why</i>	
Nature of error <i>e.g. wrong number, incorrect time period</i>	
Who discovered the error? <i>e.g. applicant, SPoC, CSP</i>	
Cause of the error <i>e.g. manual transposition, incorrect information provided by witness</i>	
By whom? <i>e.g. applicant, DP, SPoC, CSP</i>	
Describe the data wrongly acquired as a result of this error <i>e.g. subscriber data relating to a person not connected to the investigation, excess data relevant to the investigation</i>	
Has the wrongly acquired data been destroyed or retained? <i>Please refer to CoP 6.24 (Destruction) &amp; 6.26-6.28 (Excess Data)</i>	

# IPCO

Investigatory Powers  
Commissioner's Office

<b>CSP Details:</b> <i>(to be completed where error was caused by CSP)</i>	
CSP name	
Date CSP advised	
How CSP was advised? <i>Provide name of any staff member it was reported to &amp; if reported by email please attach a copy to this report</i>	

*It is imperative that any error determined to have emanated from a CSP is reported to the CSP immediately. Any delay could impact on other disclosures.*

<b>Impact of Error:</b>	
Was any action taken based upon the wrongly acquired data e.g. incorrect address visited, incorrect person arrested, property seized? <i>If yes, describe fully the action and outcome on those involved</i>	
If yes to the above - please confirm that the affected person(s) have been informed about their right to seek remedy via the Investigatory Powers Tribunal?	
Was an investigation / incident impeded as a consequence of receiving incorrect data? <i>If yes, describe what the impediment e.g. delayed welfare check, erroneous enquiry to eliminate</i>	

<b>Measures Taken to Prevent Recurrence:</b>	
What steps have been, or will be taken to ensure that a similar error does not recur? <i>Where human error - have any measures other than requiring an individual to take more care been considered? If yes please provide details</i>	

<b>Any other comments or information:</b>	
---	--

Please submit error reports within 5 working days of the error being discovered (Paragraph 6.19 CoP), ensuring you provide all known details. If you cannot complete the form fully within this time period (i.e. because the error is particularly complex) then please submit the form with the details known, providing a timescale within which the form will be completed in full.

This form must be emailed to [info@IPCO.gsi.gov.uk](mailto:info@IPCO.gsi.gov.uk) and **must** be copied to the **Senior Responsible Officer (SRO)** at the same time.

If required please contact the IPCO Secretariat for assistance in completing this form.