



## Telephone Recording Investigation Request

Clients requesting investigations into telecommunications Meta data or audio recordings of telephone calls in or out of the control room are asked to note the following points:

- In all cases telecommunications records are considered confidential and no individual member of Gallinet's staff has authorised access to either call logs or recordings.
- Investigations into confidential data are commenced only on receipt of written authority from the client and countersigned by a Gallinet Director.
- A minimum of two members of Gallinet's staff are present during all investigations and all investigations are themselves recorded.
- Requests received without specific call times / dates will be rejected or take considerably longer to complete.

I confirm that I am authorised to request this investigation to include listening to and potentially providing the recording and confirm that all persons featured on the recorded call have given their permission accordingly; I further acknowledge that this request is acceptance of the monthly subscription and administration costs as defined in Gallinet Formal Agreement Annex A will be incurred as a result of this investigation.

<b>Company Name</b>			
<b>Date of Call</b>		<b>Time of Call</b>	
<b>Telephone number</b>		<b>Persons other than controllers on call</b>	
<b>Call In or Out from Control</b>			
<b>Assignment Name &amp; SIN Call relates to</b>			
<b>Call contains information regarding</b>	-----		
<b>Reason for Request</b>	-----		
<b>E-Mail result to</b>			
<b>Authorised by</b>			
<b>Name / Position</b>			

Completed forms must be e-mailed to [control@gallinet.com](mailto:control@gallinet.com)