

3.1 Defence Examinations.

Any Defence examination will only be permitted once formal authorisation has been received by the CPS.

In the first instance the normal process will be to make available to the Defence a copy of the forensic image(s) of the exhibit(s).

The Defence will be required to provide a suitable storage medium for the forensic image(s) to be copied to. This medium must be encrypted, be that by the Defence or by technical staff at the DFU.

A signed and fully completed Confidential Undertaking form (HTCU-FM-214) must be completed by the Defence.

Access to the original exhibit will only be provided in exceptional circumstances. It will be a requirement for the Defence to evidence a suitable reason for such access and this will only be granted in further agreement with the CPS.

Should access to the original exhibit be approved it will be necessary for the Defence to supply suitable credentials for their examiner.

The Defence examiner will be supervised at all times whilst within the DFU.

All copying of forensic images or Defence examinations of exhibits will be fully recorded within the case notes.

3.2 Provision of Data to Third Parties.

On occasion it is necessary for the DFU to provide data extracted from cases to third parties/customers in order for that material to be reviewed outside of the DFU.

In such circumstances the extracted data will be scanned using a suitable anti-virus/malware application.

Data identified as potentially containing malware/viruses will be isolated from the extraction and the case notes updated accordingly to reflect this.

All remaining data will be provided to the third party/customer on a suitably encrypted storage device.

Under no circumstances will data containing malware/viruses be provided to the third party/customer.

Where malware/viruses have been identified in extracted data the third party/customer will be notified of this fact and it made clear that this additional data (of potential interest) has not been provided.

If such data is required to be viewed then suitable arrangements will be made for the third party/customer to view this within the confines of the DFU.