

BBC

**RECORD OF SECRET FILMING AND RECORDING PROPOSALS:
News and Current Affairs and Factual Programmes**

*To be completed in consultation with the BBC Editorial Guidelines Section 7 Privacy.
See also: Editorial Policy Guidance – Secret Recording, which includes advice on completing this form.*

Programme Name:

From:

Job Title:

Department:

Room no and ext:

Proposed recording date:

Proposed transmission date:

Out of Office contacts (mobile):

BRIEF SUMMARY OF STORY:

SUBJECT AND/OR BEHAVIOUR TO BE SECRETLY RECORDED:

DESCRIBE THE PRIMA FACIE EVIDENCE FOR THE BEHAVIOUR TO BE SECRETLY RECORDED:

Are any sources/information confidential?

Yes No

If 'Yes', be aware this form could be disclosed. Take care not to include confidential information or details that could help identify sources.

WHAT ALTERNATIVE METHODS OF REVEALING THE BEHAVIOUR HAVE BEEN CONSIDERED?

**How important is the secret filming to the ability to tell the story?
(Consider, for example, its evidential significance)**

METHOD OF FILMING

Describe the proposed cover story and any deception involved for the people carrying out the story:

Detail the equipment to be used and where it will be placed:

Who is operating the equipment and, where necessary, who will accompany them?

Consider any safety issues and describe any arrangements to deal with them:

ADVICE

Please confirm that you have discussed the proposal with Editorial Policy:

Yes Date:

Note the name of the Adviser and record their comments:

Have you discussed the proposal with Programme Legal Advice?

Yes No

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