

VIDEO CONFERENCING - LEGAL AGENTS TO PRISONS

Mandate

I wish to be registered to use the agent to prison video link. I understand and agree to the following:

1. It is my responsibility to ensure that the broadband connection and device used are secure.
2. I understand and agree not to use a mobile phone network or mobile hotspots as this may compromise the security of the connection.
3. I will conduct any video conference meetings with the same consideration given to privacy and confidentiality as in physical visits.
4. It is my responsibility to make my client aware that a consultation is to be conducted by video link.
5. I understand and agree to follow the stipulated booking procedures.
6. I agree to notify the prison, as soon as possible, if I am unable to conduct the meeting.

Solicitor's Name	
Firm	
Address	
Post code	
Personal email address (must be individual email account and not group account such as: enquiries@, reception@)	
Mobile number (mobile necessary as prison will use this to contact you if problem arises)	
Solicitor's legal aid practitioner number	
Solicitor's signature	
Date	

The information supplied will only be used to register you on the video link system, and will not be used for any other purpose not connected with video link visits.

A **separate mandate** needs to be completed for each solicitor within the firm who wishes to conduct visits by video link.

Once you have completed, signed and dated the mandate please send a scanned copy to:
videolink@slab.org.uk