

## Terms for use of Skype video-telephony

Prisoners and prevention detainees may be allowed, by making a proper request, to use Skype video-telephony. The allowance of video-telephony aims to maintain, consolidate and foster the staying in touch with persons, the contact with whom is considered to be worthy of support.

For the purpose of being able to perform video-telephony, external contact persons are required to have an Internet connection, an appropriately prepared device with installed Skype Software and opened own Skype account as well as to be online at the date agreed.

### 1. Circle of users

#### 1.1 Inmates

Video-telephony is restricted to inmates who are allowed to receive visits from persons having applied for that, only if an acoustic monitoring during the visit is not necessary.

#### 1.2 Contact persons

For participations in video-telephony sessions, the following groups of persons may be allowed:

- the wife or the husband,
- longtime partners (female or male),
- own children,
- the parents or
- other persons who have a similar relationship with the inmate that is considered particularly deserving of support, if visits could be conducted only under aggravating circumstances or difficult conditions because of
  - distance-related barriers,
  - the medical condition of a person,
  - their financial situation or
  - other reasonable grounds.

### 2. Assessment and authorization of Skype visits

The conducting admission regarding the video-telephony is subject to an approval procedure, taking into account the order and the security concerns of the correctional facility as well as the eligibility to support a given contact for which admission is being applied for. If regarding a person pretrial detention had already been imposed, but a report is available of the issuing of an additional order for its arrest, and the court has also imposed restrictions on visits or telecommunications regarding this person, the permission of a judge is also needed to use Skype video-telephony.

### 3. Declaration of consent and proof of the contact person identity

Contact persons shall give their written consent to the applicable terms of use and data processing that is in the German language. For this purpose, the inmate shall send the terms of use as well as the consent form (the Declaration of consent) to a contact person. Alternatively, it is possible for the persons concerned (family members) to download the documents from the website of the JVA Werl (<https://www.jva-werl.nrw.de/infos/index.php>) Translations in various languages are also available to be downloaded there. The contact

person shall send the completed and signed German-language form for the declaration of consent together with a copy of a valid passport (or other identification document with a recent photo) to the following e-mail address for the purpose of verification of his identity: [poststelle@jva.werl.nrw.de](mailto:poststelle@jva.werl.nrw.de).

The copy of the ID will be stored electronically for the exclusive purpose of performing Skype video calls. The ID picture file should not exceed 1 MB and the email should not exceed 6 MB in total. The subject line of the email shall contain the personal book number and the full name of the inmate.

In the case of a contact person who is under the age of sixteen, the declaration of consent of a parent or legal guardian is required. A contact person under the age of fourteen can only be admitted together with a contact person who has already reached the age of sixteen.

#### 4. Time-based scheduling, duration and terms of use

The appointments for the video-telephony are allocated by the visit department just as in the case of applying a standard procedure regarding receiving of long-term visits.

The inmate can be allowed to use video-telephony twice a month. Generally, the duration is an hour for each session. Technical problems or other delays will not result in a prolongation of the admitted using time. If appropriate, an alternative date may be established.

In what concerns the monthly contingent of permitted visits, the video-telephony times will not be taken into account.

The video-telephony will be performed in the area for visitors during the usual visiting times in the correctional facility JVA Werl.

#### 5. Video-telephony performance

The visiting staff establish the internet connection via an external provider. At the time that has been arranged by the Visiting Department and notified to the inmate, a connection will be made to the specified user account. At the beginning of the videophone conversation with the inmate, the contact person needs to hold its original identification document that it had submitted to the facility in front of the Webcam and show it for the purpose of the identity proof.

A visual monitoring will be carried out to complete the identity proof.

After being warned, the connection may be dropped, if as a result of some behavior of the contact person or the inmate the safety or the order of the institution are supposed to be at risk. The warning remains undone, if it is absolutely necessary to interrupt the visit immediately. Especially the appearance of other visitor, without being permitted to do so, will lead to an immediately interruption of the connection.

Every inmate using the video-telephony commits himself to treat with care and properly the technical equipment as well as the inventory in the visitors' room.

## 6. Data protection

Due to the establishment of an Internet connection using Skype, both the inmate's and the contact person's data are being transmitted. The correctional facility is not storing the data during this process.

## 7. The scope of the terms of use

The admission concerning the Skype video-telephony applies only to the correctional facility JVA Werl.