

Office use only.

URN; \_\_\_\_\_

Date received; \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## **Request for CCTV Images – Guidance notes and application form**

# **Data Protection Act 2018**

Disclosure required by law in legal proceedings

**Application for data for Third Party Only.**

All sections must be completed in full and returned to:

[cctvinsurance@newark-sherwooddc.gov.uk](mailto:cctvinsurance@newark-sherwooddc.gov.uk)

**A payment of £50 is required for each request. Please note that applications will not be actioned until payment is received.**

**The payment should be made to;**

**Newark and Sherwood District Council**

**NSDC Receipts Account – 60707560**

**Sort Code – 30-96-18**

**Lloyds Bank**

**Reference – A11126/91471 – CCTV (this needs to be included on the payment)**

**Unfortunately we are unable to accept payment by cheques. All payments are to be made by BACS transfer**

**Section 1 Legal Data Access Form - Video Images**

Disclosures required by law or made in connection with legal proceedings etc.

THE FOLLOWING REQUEST IS MADE UNDER DATA PROTECTION ACT 2018, WHICH STATES:

Personal data is exempt from non-disclosure provisions where the disclosure is necessary

- (a) For the purpose of, or in connection with, any legal proceedings (including prospective legal proceedings) or,
- (b) For the purposes of obtaining legal advice, or is otherwise necessary for the purposes of establishing, exercising or defending legal rights.

Name and address of company requesting data	
Telephone Number	
Solicitor or Company Reference Number	
Crime Number or Court Reference Number	
Any other official agency reference number that relates to recognised legal proceedings	
Client's Name and Address	

Signature of Applicant \_\_\_\_\_ Print Name \_\_\_\_\_

Position in Company \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Please note that footage is automatically deleted after 30 days unless previously saved to an electronic evidence locker. Requests for data outside of 30 days will be limited to examination of the electronic evidence locker only and will still be subject to the standard £50 fee.

Data will normally only be supplied of the incident itself. Requests for large amounts of data will be referred to a manager and if supplied, additional charges may apply, details of which will be supplied to the applicant at the time.

**Section 2    Legal Data Access Form - Video Images**

We require images from the camera or cameras that have been recorded for the following location:

Enter exact details of location, i.e. address, street name, junction or other location and any information which will assist in identifying a specific location	
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The information we require relates to the following time.

Enter exact date and time (within 1 hour if possible)	Date and time from	
	Date and time to	

In particular we are interested in footage that contains the following information

Enter details of incident or descriptions of persons or vehicles and colours or property. Include descriptions and vehicle makes and registration numbers	
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In order to assist you in locating the information we provide the following supplementary details.

Enter any other relevant information that you may assist us to locate the information you have requested	
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**Section 3      Legal Data Access Form - Video Images**

**Schedule 2 Paragraphs 2(3) and 5(3) Data Protection Act 2018**

I/We request disclosure for one or more of the purposes contained in Data Protection Act 2018.

I/We understand the implications of the Data Protection Act and that we adopt the responsibilities of Data Controller once we take possession of the relevant personal data we have requested.

In order to fulfil our responsibilities as Data Controller, we have implemented the Data Protection Principles within our company and agree to the following:

- We shall process the data lawfully and fairly.
- We will not process the Data further than that which we have lawfully specified in this request.
- That the request we have made is adequate, relevant and not excessive in relation to this data.
- That all relevant data, unless admitted as evidence and subsequently retained by the Court, shall be returned as no longer necessary and considered as out of date, once the case is completed.
- We have adequate technical and organisational measures in place to prevent the unauthorised and unlawfully processing, loss, misuse or destruction of the personal data provided.
- We undertake not to transfer the data to a country outside the European Economic Area unless we have confirmed that the country or area has legislation in place to protect the rights and freedoms of Data Subjects in relation to the processing of personnel data. In any event, we undertake not to transfer the data to or process it through a website or an internet service supplier.
- We further confirm that the data requested is not available as unused material, which is available through the Crown Prosecution Service, Police Forces or other similar agencies.
- By signing this declaration and agreement, I acknowledge that I fully understand that I may commit an offence under the Data Protection Act if I have stated a falsehood or do not fulfil the obligations as a Data Controller.

Signed .....      Date .....