



# REQUEST FOR CCTV DATA UNDER THE DATA PROTECTION ACT 2018

Copyright and ownership of all material recorded by the CCTV system will remain with Colchester Borough Council. No still or moving image recorded by the CCTV system may be reproduced, stored in a retrieval system or transmitted in any form or by any means either in whole or in part without prior written permission of the Council save within the limits set by English law.

**Section 2 - Details of Information Requested** *(If there is not enough room attach another sheet.)*

Locations: Street Name(s) etc:

Exact location(s), please supply an address or other details identifying each specific location:

Date(s) and time(s) of incident(s):

Date(s) \_\_\_\_\_

Time(s) \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

We request any footage that contains the following information:

*(Enter details of incident and/or descriptions of persons, vehicles and/or property as relevant)*

Please also give any other relevant information that you feel may assist in finding the data requested:

**Section 3 – Supply of Information:**

You can, subject to certain exceptions, receive a copy of the information in a permanent form.  
Do you wish to:

a) Receive a permanent copy on DVD (We cannot guarantee format compatibility but will if possible supply viewing software.).

b) Only view the information. Once footage has been identified an appointment to view it must be made in advance.

<input type="checkbox"/>
<input type="checkbox"/>

*(Tick as appropriate)****Please read and sign the declaration overleaf***

#### **Section 4 - Declaration on behalf of the organisation making the request:**

*We shall process the data lawfully and fairly (1st and 6th principle)*

*We will not process the data other than to pursue the matter(s) specified in this request (2nd principle)*

*The data we have requested is relevant and no more than is required by us to pursue the matter(s) specified in this request (3rd and 6th principle)*

*All relevant footage, unless retained by the court, will be destroyed once the case is completed (4th and 5th principle)*

*We have adequate technical and organisational measures in place to prevent unauthorised or unlawful processing, loss, or misuse of the data provided. (7th principle)*

*We will not 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 personal data. In any event, we undertake not to transfer the data to or process it through a website or an Internet service supplier (8th principle)*

*We further confirm that the data requested is not available as unused material, which is available through the Crown Prosecution Service and Police Forces.*

Signed \_\_\_\_\_ Print Name: \_\_\_\_\_

on behalf of *(please print name of organisation)*

\_\_\_\_\_  
Position in organisation \_\_\_\_\_ Date: \_\_\_\_\_

Please scan and send completed form attached to an email to [info@colchester.gov.uk](mailto:info@colchester.gov.uk) or by post to:

Information Team  
Customer Services  
Colchester Borough Council  
Rowan House  
33 Sheepen Road  
COLCHESTER  
CO3 3WG

If you have any queries regarding this form or require assistance with your application, please email [info@colchester.gov.uk](mailto:info@colchester.gov.uk)

