

## Colchester Borough Council CCTV System Request for Third Party Data Data Protection Act 2018

Section 1- Nature of Application REQUEST FOR CCTV DATA UNDER THE DATA PROTECTION ACT 2018
Disclosures required by law or made in connection with legal proceedings etc.
35 (2) Personal data are exempt from the non-disclosure provisions where the disclosure is necessary-
<ul> <li>(a) For the purpose of, or in connection with, any legal proceedings (including prospective legal proceedings), or</li> <li>(b) For the purpose of obtaining legal advice, or is otherwise necessary for the purposes of establishing, exercising or defending legal rights.</li> </ul>
To request CCTV data in connection with legal proceedings etc. please provide the following: Name and address of organisation requesting data:
Postcode:
Telephone:Email:
Data is requested in connection with:
Crime Reference Number:Court Reference Number:OR OR Any other agency or tribunal reference number showing that this request is related to legal proceedings
Reference Number:Agency: OR
Nature of prospective proceedings:
It is an offence under the Data Protection Act unlawfully to obtain knowingly or recklessly personal data or information contained in personal data.
Any person who impersonates or attempts to impersonate another may be guilty of an offence.
Colchester Borough Council may deny access to information where the Act allows.
<b>Fee:</b> A minimum fee, shown at <u>www.colchester.gov.uk/data</u> , must be paid before a search can be made for footage. Payment must be made using a credit or debit card over the telephone to 01206 769779.
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:
1010
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.).(Tick as appropriate)b) Only view the information. Once footage has been identified(Tick as appropriate)an appointment to view it must be made in advance.(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 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