

Herefordshire CCTV requests made under Data Protection Act 1998 Chapter 29 Section 35 (2)

This is an interactive PDF that you can fill in electronically. When you have completed the form – please print, sign and send with any supporting documentation to The Commissioning Officer, Herefordshire CCTV, Shirehall, St Peters Square, Hereford HR1 2HX

Before proceeding with your request the following conditions concerning the images use need to be agreed.

The material may under the circumstances indicated below, be used by you and third party agencies only in relation to the purposes that it was requested for. You and such agencies must agree in writing to these conditions prior to receipt of the images and you must accept responsibility for obtaining such undertaking prior to passing on any images.

1. Under no circumstances may these images be used for any purposes or released to the media for any reason without express written consent from Herefordshire Council.
2. The images may only be used in relation to the investigation, analysis and enquiry associated with this specific incident.
3. The footage copyright remains the property of the Herefordshire Council and will not be passed to any organisation, company, individual other than those directly involved in the investigation, analysis and enquiry associated with this specific incident.
4. Images of persons and registration plates of vehicles are confidential and any disclosure should be in accordance with the Data Protection Act 1998.

The following request is made under Data Protection Act 1998 Chapter 29 Section 35 (2), which states:

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

35 - (2) Personal data are exempt from non-disclosure provisions where the disclosure is necessary

(a) For the purpose of, or in connection with, any legal proceedings) or,

(b) For the purposes of obtaining legal advice, Or us otherwise necessary for the purposes of establishing, exercising or defending legal rights.

Name and address of company requesting Data Access:

Crime reference number:

Court reference number:

Any other Official Agency Reference Number that proves this request is related to recognised legal proceedings (not solicitors company reference unless company is instigating proceedings)

Reference number:

Agency:

Signature of applicant:.....

Print name:.....

Position in company:

A person commits an offence under the Data Protection Act Chapter 29 part IV Section 55(1) (a) if they unlawfully obtain personal data or information contained in personal data knowingly or recklessly without the permission of the Data Controller

Warning – A person who impersonates or attempts to impersonate another may be guilty of an offence.

We understand that you manage and maintain a CCTV camera system within the following area:

Enter details of area, i.e. Street name etc.:

We require footage of the camera or cameras that have been recorded for the following location:

Enter details of location, i.e. address or other information a specific location

The information we require is of footage that was recorded on the following date and time(s)

Enter details of day, date and any timings that are relevant:

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

Enter details of incident or descriptions of persons or vehicles or property:

In order to assist you in locating the information we provide the following supplementary details.

Enter any other relevant information that you feel may assist us to locate the information you have requested: