



# Application for CCTV release

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CONTACT: [INFO@SGSSS.ORG](mailto:INFO@SGSSS.ORG)

## Contents

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Application for CCTV release .....	1
Contents .....	1
Data Protection Act & GDPR .....	2
Section 1 – Applicant details .....	3
Section 2 – Details of data required .....	4
Section 3 – Justification .....	6
Section 4 – Declaration statement .....	7

# Data Protection Act 2018 and UK GDPR Compliance

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As an applicant, you must be aware that providing false or deceptive information with the intent of unlawfully obtaining personal data is a criminal offence under UK law.

Please note that CCTV footage is retained for a maximum of 20 days. We recommend submitting your request within 14 days of the incident to ensure the footage can be accessed and processed before it is automatically deleted. Requests submitted after the 20-day retention period will not be processed as the footage will no longer be available.

Due to the specific nature of CCTV data requests and the resources required for processing, only specific and justified requests for footage will be considered. General or speculative requests will not be accommodated.

To proceed with your request, you must provide detailed and accurate information about the incident. This includes the exact date, precise time (within one hour), and location, along with a detailed description of the incident. If applicable, include any relevant crime incident or reference number(s).

Requests must be submitted using the designated form and ensure that the CCTV camera in question is under the jurisdiction of The Sabha.

It is important to understand that the requested footage may not provide the exact information required for your inquiry. The relevancy and accuracy of the footage will be evaluated upon review.

Disclosure of footage will be limited to information that directly involves the requester, unless consent has been obtained from all individuals identifiable in the footage.

Please submit the completed form to [info@sgsss.org](mailto:info@sgsss.org) for processing.

A separate application needs to be completed for each request

## Section 1 – Applicant details

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**Forename(s):**  
(Including middle names for completeness)

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**Surname:**

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**Company name (if applicable):**

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**Police Crime Reference number:**

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**Contact number:**

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**Address**

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**Postcode**

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## Section 2 – Details of data required

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<b>Date</b>	<b>Area/ camera location/road name</b>	<b>Approx Time (to within an hour)</b>	<b>Details of incident (ie make/ model of vehicle or details of suspect)</b>

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## Section 3 – Justification

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Under the Data Protection Act 2018, you are required to state why this data is required including **any relevant crime incident number**.

Crime incident number/ Reference number (if relevant)	Justification

## Section 4 – Declaration statement

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I (please print name) \_\_\_\_\_ confirm that:

1. The data hereby requested will be kept in a secure location at \_\_\_\_\_ with access restricted solely to those officers/ individuals involved in this specific investigation.
2. The data will only be used in connection with the purpose stated on this form.
3. The data will be retained as per data protec1on legisla1on or destruc1on as appropriate.
4. The applicant agrees to any charges that are applied to finding the requested information (payments made via The Sabha's Office, you will be advised when and if payment is required).

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

