

# **Application for CCTV release**

**CONTACT: INFO@SGSSS.ORG** 

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#### Data Protection Act 2018 and UK GDPR Compliance

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 for processing.



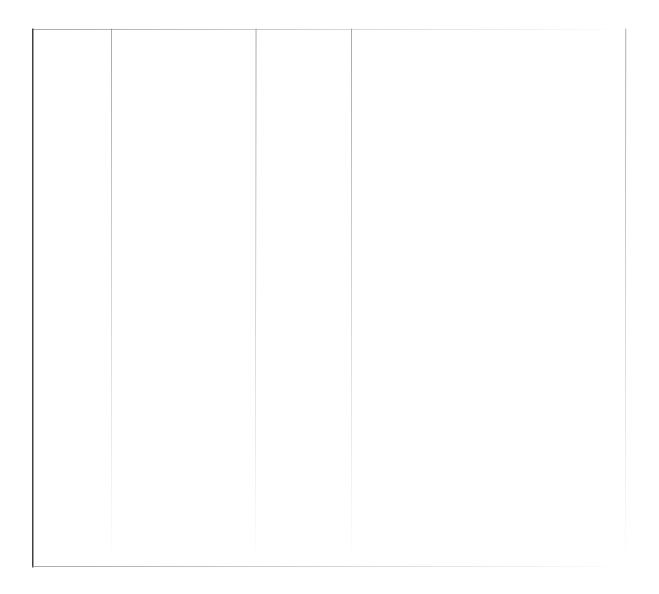
## Section 1 – Applicant details

Forename(s): (Including middle names for completeness)
Surname:
Company name (if applicable):
Police Crime Reference number:
Contact number:
Address
Postcode



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







### Section 3 – Justifcation

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

I (please print name) confirm that:	
<ol> <li>The data hereby requested will be kept in a secure location at</li></ol>	
Signed:	
Print name:	
Date:	

