

## EAST CAMBRIDGESHIRE DISTRICT COUNCIL CCTV REQUEST FORM

This form is to be used for third parties requesting CCTV data under the Data Protection Act 2018

CCTV recorded data is only held for 28 days before being automatically overwritten. Therefore please submit your request as soon as possible to allow time for your request to be processed.

**Note: East Cambridgeshire District Council MUST be satisfied that all requests are genuine before images will be released.**

### Part 1 – Details of organisation requesting data

<b>Name</b>	
<b>Job Title</b>	
<b>Organisation</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone No</b>	
<b>Email Address:</b>	

### Part 2 – Purpose for which you are requesting the data

<b>State Statutory powers under which you are requesting this information</b>	
<b>Crime Incident or Court Case Reference Number</b>	

### Part 3 – Details of the CCTV data being requested

Please complete this section to enable us to accurately identify and retrieve the data being requested

<b>Date(s) and time(s) of incident</b>	From: To:
<b>Location incident happened</b>	
<b>Description of incident (please be sure to include make, model, colour, registration and exact location of the vehicle involved)</b>	

### Part 4 – Disclosure Arrangements

<b>Copies to be:</b>	<input type="checkbox"/> Emailed to you <input type="checkbox"/> Posted to you
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### Part 5 – Declaration

Please read the following declaration carefully, sign and date it. Please note that any attempt to mislead in order to obtain personal information is a criminal offence and may lead to prosecution.

I certify that the information on this application to East Cambridgeshire District Council is true. I understand that the Council is obliged to confirm proof of identity/authority and that it may be necessary to obtain further information in order to comply with this data subject access request and locate the correct information.

<b>Name</b>			
<b>Signature</b>		<b>Date</b>	

**Part 6 – Before submitting this form please check that you have:**

- Stated statutory powers under which we can release the data to you**
- Given enough details to enable us to locate the information you require** *(see Part 3)*
- Signed and dated the declaration** *(see Part 5)*
- Completed all sections of this form**

**Please submit this form and accompanying documents by post or email to:**

For the attention of the Data Protection Officer, East Cambridgeshire District Council, The Grange,  
Nutholt Lane, Ely, Cambs, CB7 4EE.

Email: [dataprotection@eastcambs.gov.uk](mailto:dataprotection@eastcambs.gov.uk)