



Disclosure Form for Images taken by Public Spaces Surveillance System

Police Disclosure Request Form (Restricted once completed)

REQUEST FOR COPY / SEARCH OF CCTV DATA

Schedule 2 Paragraphs 2(3) and 5(3) Data Protection Act 2018

To find out what information, if any, has been obtained or retained by the use of public spaces surveillance system deployed by Broxtowe Borough Council please complete this form.

Request to provide or search for data (recordings) held by Broxtowe Borough Council. ALL sections must be completed without exception in order for your request to be processed.

Give as much info as you have available to help the search.

All requests must be forwarded to: CCTV & Security Services at Broxtowe Borough Council via email dp@broxtowe.gov.uk

Section 1 – Reference & Contact

| Information | Data |
|------------------------|------|
| Your reference number | |
| Police ID/Badge number | |
| Surname | |
| First names | |
| Telephone number | |
| Email address | |

Section 2 – Copies of information

Do you wish to:

(a). View the Information Only

(b). View the information and receive a permanent copy

PLEASE NOTE: Permanent master copies (CD/DVD) of any footage/stills MUST be collected and signed for. **The council will not send any evidence via email.**

Section 3 - Help us to find the information

Please provide details of each occurrence or incident to be obtained or retained by the CCTV system. Please continue on a separate sheet if required.

| Information Required | Incident Information |
|---|----------------------|
| Exact date of incident | |
| Exact time of incident (please try to keep within 2hr window) | |
| Exact Location of incident (must be specific) | |
| Circumstances of offence/incident and description of offender/vehicle | |

Section 4 - Information Supporting Disclosure

| Information Desired | Incident Information |
|--|----------------------|
| Offence (please state if unable to specify due to risk of prejudice to case) | |
| Reason information is necessary | |
| State under which statutory powers you are requesting the information | |
| <p>I certify that the data is required for one of the following purposes (please tick as appropriate) and that non-disclosure would prejudice that purpose. I also certify that the data will not be used in any way incompatible with the purpose for which it has been requested</p> <p>Prevention or detection of crime <input type="checkbox"/></p> <p>Apprehension or prosecution of offenders <input type="checkbox"/></p> | |

Section 5 – Declaration

The information that I have supplied in this application is correct and I am the investigating officer. I understand that if any of the information given on this form is incorrect I may be committing an offence under section 55 of the Data Protection Act.

Signed by

Date

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