

**Request for Access to Video Images (Legal & Insurance Proceedings)**

**Intelligence Hub**

This form is to be used for requesting video data covered by the Data Protection Act 2018, Schedule 2, Part 1(5)(3).

The listed GDPR provisions do not apply where disclosure of the data:-

1. Is necessary for the purpose of, or in connection with, legal proceedings (including prospective legal proceedings).
2. Is necessary for the purpose of obtaining legal advice
3. Is otherwise necessary for the purpose of establishing, exercising or defending legal rights.

To the extent that the application of those provisions would prevent the controller from making disclosure.

Croydon Council must be satisfied that all requests are genuine and that persons making a request understand their legal obligations in relation to possessing and making use of images recorded on the Council’s CCTV system.

Persons requesting should also be aware that copyright of all images remains with Croydon Council and images may not be published or otherwise shown without the specific written permission of the Council.

Please be aware that CCTV images from the Croydon Council Public Space CCTV Scheme are only retained for 31 days from the date of recording. Therefore please submit your request within 21 days of the incident to allow for your request to be processed in time.

# Name and address of company/ firm requesting data:

|  |  |
| --- | --- |
| **Title (Please delete as applicable)** | **Contact Name** |
| Mr / Miss / Mrs / Miss / Ms / Dr |  |
| **Company Name** | |
|  | |
| **Contact Email Address** | **Telephone Number** |
|  |  |
| **Address** | |
|  | |

# Please indicate the purpose for which you are requesting this information.

|  |  |
| --- | --- |
| Obtaining legal advice prior in consideration of commencing legal proceedings |  |
| Defending or Instigating Criminal proceedings |  |
| Defending or Instigating Civil proceedings |  |
| Defending or Instigating an Insurance Claim |  |

# Details of video data being requested

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Town Centre, Road or Street Name etc. |  | | | | | |
| Address or other information which will allow us to identify a specific location. |  | | | | | |
| Details of day, date and any timings that are relevant  *Please note we will only search 15 minutes before or after the times stated.* | **Day** | | **Date** | | **Times** | |
|  | |  | |  | |
|  | |  | |  | |
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|  | |  | |  | |
|  | |  | |  | |
| Details of incident or descriptions of persons or property involved. (If describing a person(s), please ensure you describe the clothing they were wearing) |  | | | | | |
| Details of Vehicle **1** involved. | **Type**  **(Car, Lorry, Bus, Etc.)** | **VRN**  **(Registration No)** | | **Make** | | **Model** |
|  |  | |  | |  |
| **Colour** | **Other identifying information such as Logo’s, Decals, Bus Route No etc.** | | | | |
|  |  | | | | |
| Details of Vehicle **2** involved. | **Type**  **(Car, Lorry, Bus, Etc.)** | **VRN**  **(Registration No)** | | **Make** | | **Model** |
|  |  | |  | |  |
| **Colour** | **Other identifying information such as Logo’s, Decals, Bus Route No etc.** | | | | |
|  |  | | | | |
| Details of Vehicle **3** involved. | **Type**  **(Car, Lorry, Bus, Etc.)** | **VRN**  **(Registration No)** | | **Make** | | **Model** |
|  |  | |  | |  |
| **Colour** | **Other identifying information such as Logo’s, Decals, Bus Route No etc.** | | | | |
|  |  | | | | |
| Other relevant information that you feel may assist us to locate the information you have requested. |  | | | | | |

# Declaration and Agreement

|  |  |  |
| --- | --- | --- |
| I (print name) |  | certify that I/we am/are; |

|  |  |
| --- | --- |
| 1. Requesting this information on behalf of the Person(s) noted below: |  |
|  | |

Or

|  |  |
| --- | --- |
| 1. Requesting this information, on behalf of myself, in relation to proceedings. |  |

(NOTE; Tick 1 or 2, whichever is applicable).

I fully understand the implications of Data Protection Act 2018 and that I will adopt the responsibilities of Data Controller once I take possession of the relevant personal data I have requested.

So far as I am aware, the data requested is not available as unused material which is available through the Crown Prosecution Service and the Police Force.

I also understand that copyright of the images remains with Croydon Council and the images are only released for use in relation to the legal proceedings stated on this form.

I undertake that the images will not be released to the media, or persons with no relevant interest in the intended proceedings, without the express written permission of Croydon Council.

By signing this declaration and Agreement I acknowledge that I fully understand that I may commit an offence under the Data Protection Act if I have stated a falsehood or do not fulfil the obligations as a Data Controller.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |