

Request for Internal CCTV Investigation Form

NORTH HERTFORDSHIRE DISTRICT COUNCIL

Council Offices, Gernon Road, Letchworth Garden City, Hertfordshire SG6 3JF
Telephone (01462) 474000. Facsimile: (01462) 474496.



REQUEST FOR DISCLOSURE OF PERSONAL DATA FORM CCTV from Council Owned Property

Tick the Site from where data is required:

- DCO
- Town Lodge
- Hitchin Town Hall/Museum
- Unit 3

If you require CCTV images from street cameras please contact Hertfordshire CCTV Partnership who hold the data

SECTION 1: Disclosure Request Details

1.1 Timescale within which the information is required:

CCTV Footage is required between the hours of *[Enter start time and end time]* on the *[Enter Date]* from cameras covering *[Enter details of the location or specific detail required]*, *[Delete 2nd camera details if not required]* and the camera covering *[Enter details of the location or specific detail required] add additional camera locations if required*

1.2 Please provide as much detail of subject and/or action that you require (be as specific as you can to enable identification of the correct data)

1.3 How would you like to receive a copy of any evidence found:

- CD of video Images of subject and actions
- Single frame of a subject
- Print of single frame of a subject (not available at DCO currently)

Please note; that unredacted images can be provided quickly for identification purposes only but this data must not leave the Council Offices or be shared/disclosed with external persons or organisations including the Police without the Data Controller's permission and only after images of other persons have been redacted. Any breach of this requirement may result in a breach of the Data Protection Act 2018 and NHDC's Policies which may result in disciplinary action.

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SECTION 2: Requests for information under section Schedule 2 Part 1 (2) of the Data Protection Act 2018	
Please select	
-Prevention or detection of crime	<input type="checkbox"/>
-Apprehension or prosecution of offenders	<input type="checkbox"/>
-Assessment or collection of tax, duty or imposition of a similar nature	<input type="checkbox"/>
Please state how non release of the information will prejudice your investigation	

SECTION 3: Requestor Information - Signature and Counter Signature	
Signed by Requester:	
Name of Requester:	
Job Title:	
Date:	
Counter Signed by Requestor's Supervisor / Manager:	
Name of Counter Signature:	
Job Title of Counter Signature:	

SECTION 4: NHDC Declaration of Approval	
Signed on behalf of Information Compliance:	
Date:	
Data Controller's Authorised Signature: Howard Crompton - Data Controller or Victor Godfrey - Deputy Data Controller)	
Date:	

ON COMPLETION , please send with supporting papers to:	
Information Compliance North Hertfordshire District Council Council Offices Gernon Road Letchworth Garden City Hertfordshire SG6 3JF or FOI2@north-herts.gov.uk	