

Request for disclosure of CCTV footage under Schedule 2 Para 2 of the Data Protection Act 2018 - Police

Section 1: Force details

Force Name	
Headquarters	
Postcode	
Telephone Number (switchboard)	
Force Email Address	
Website Address	

Section 2: Details of Officer making request

Employee Name	
Rank	
Collar Number	
Telephone Number (direct line)	
Email Address	

Section 3: Case details

Occurrence No	
Incident No	
Nature of Offence	

Section 4: Purpose for which the CCTV footage is being requested

		Please <input type="checkbox"/>
a.	Prevention or detection of crime	
b.	Apprehension or prosecution of offenders	

Please provide further details (explain why the information is needed and what the impact would be in the event of non-disclosure):

Section 6: Details of CCTV footage being requested

Date of incident	
Time of incident (within 1 hour)	
Camera number (if known)	
Location of incident (area, town street, postcode, property etc. – please be as precise as possible)	
Description of incident of incident (please provide us with as much information as possible to help us identify the footage you require).	
Description of vehicles / individuals involved (please provide us with as much information as possible to help us identify the footage you require).	

Section 5: Declaration

- I wish to obtain CCTV footage under Schedule 2, Para 2 of the Data Protection Act 2018.
- I confirm that I am authorised to make this request on behalf of the force (as detailed in section 1 of this form).
- I confirm that the information is required for the purpose(s) indicated in section 4 of this form and non-disclosure would prejudice that purpose(s).
- I confirm that any footage disclosed to me as member of the force will only be used for the purpose(s) specified in Section 4 of this request form.

Signature:	
Collar Number:	
Date:	

Please return this form to: cctvvisitor@rctcbc.gov.uk or RCTCBC, CCTV Control Centre, Sardis House, Sardis Road, Pontypridd, RCT, CF37 1DU

RCTCBC USE ONLY

Date of search:				
Search Result (please '√')	Positive:		Negative:	
V-TAS incident No:				
CCTV Operative Name:				