

Information Governance Support

Nottinghamshire County Council

in partnership with

Essex County Council



<b>Approved by</b>	Governing Body Priestsic Primary & Nursery
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# **SURVEILLANCE RECORDINGS ACCESS REQUEST FORM: INVESTIGATORS**

For use by individuals who wish to requests copies of recordings or images of a third party's personal data held on surveillance equipment for criminal investigations

# **SURVEILLANCE RECORDINGS ACCESS REQUEST FORM: INVESTIGATORS**

We work closely with partner organisations to support the delivery of services wherever possible and this necessitates sharing information. Where we do share information we must do so according to our responsibilities under the law.

The Data Protection Act 1998 & 2018 and General Data Protection Regulations 2016 (from May 2018) places clear responsibilities on organisations who manage Personal Data and surveillance recordings fall under these requirements.

Any transaction which sees information about individuals managed by us leave the custody of authorised staff must be recorded so that we can evidence that such transfers were done lawfully. As such this form should be completed in every instance of surveillance recordings being transferred to a representative of another organisation who is authorised to receive them.

## **Section 1**

Where you know the identity of a person or persons who are the subject(s) of your request, you should supply these details. This can be completed by our employees at the time of receiving the request.

## **Section 2**

The request should be limited to specific locations and times to ensure that the information supplied is not excessive and to assist us in managing requests effectively. This can be completed by our employees at the time of receiving the request.

## **Section 3**

The person receiving copies of surveillance recordings or still images must state who they are, their position within their organisation and the name of

their organisation. They must sign at the point of receiving the information to confirm that they are authorised to receive it and that the organisation that they represent conforms to Data Protection law and will accordingly safeguard the data.

#### **Section 4**

An authorised person for us should state what has been provided; in what format the information has been supplied (e.g. Tape, disc, USB Memory stick, printed still images etc) and the quantity. We should also confirm by signature that the request has been fulfilled according to our procedures and that the information has been taken by the named person in section 3.

# SURVEILLANCE RECORDINGS ACCESS REQUEST FORM: INVESTIGATORS

Please complete this form with the relevant details to enable us to successfully process your request

1. Personal details of the person to whom the request relates (The 'Data Subject') if known:				
Mr/Mrs/Miss:	First Name(s):		Surname:	
Present address:				
Gender:			Date of Birth:	
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	

2. Details of the information required:	
Please provide us with accurate information about the images you wish to view	
Date(s):	Time(s):
Location:	
Description of Incident:	

### 3. Declaration of the person authorised to receive CCTV copy recordings

Mr/Mrs/Miss:	First Name(s):	Surname:
Working for Organisation (e.g. Nottinghamshire Police Authority):	Position:	
I confirm that the Surveillance copy recordings I have received will be handled according to the principles of the Data Protection Act 2018/ General Data Protection Regulations 2016		<input type="checkbox"/>
Signed:		Date:

### 4. Approval by us and confirmation of handover of surveillance copy recordings

I confirm that the following items and quantities were given into the custody of the above named person	<input type="checkbox"/>
I confirm that surveillance copy recordings were received by the above named authorised person on the date below and relate only to the times and locations stated in the request.	<input type="checkbox"/>
I confirm that this activity will be recorded on the Surveillance Equipment Access Log	<input type="checkbox"/>
Signed:	Date:

We are committed to the principles of the Data Protection Act 2018 and General Data Protection Regulations (2016). As such the information you have supplied on this form will be used only for the purposes of managing this access request.