



Application to Access CCTV Footage

Section 1 Personal Details – (to be completed in all cases using block capitals)

- Title: Mr/Mrs/Miss/Other)
- Surname
- First Name(s)
- Home Address:
-
- Post Code:
- Tel No (day)
- Email address.....

Section 2 Type of Information Held

Eastleigh Borough Council holds only information relating to recorded images for 31 days,

Section 3 Details of the incident

- Time
- Date
- Were you present at the location/ time stated?
- Are you the only person in the footage?

Precise location of the incident. Please give as much information as possible

Brief description of the incident

Brief description of persons/ vehicles involved

Is this in relation to a criminal offence – yes/ no

Please note:

If you are not the only person in the footage, we will only release the CCTV footage to you directly if we don't have any privacy concerns. These concerns will be because one or more of the following apply:

- The length of the footage is too long, meaning that the amount of personal information captured is too great. Generally, requests for footage should be limited to half an hour.
- The risk of prejudice to those individuals if re-identification occurs is high
- The individuals in the footage have a higher expectation of privacy due to the location of the camera
- The incident captured is of a sensitive nature (e.g. a criminal offence or road traffic incident)
- Eastleigh Borough Council can refuse your request if sharing the footage will put a criminal investigation at risk.

DECLARATION *(to be signed by the applicant)*

The information I have supplied in this application is correct, and I am the person to whom it relates:

Signed by Date

WARNING

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

MORE INFORMATION

These notes are only a guide. The law is set out in the UK General Data Protection Regulations and further information can be found from the Information Commission Office at this link:

<https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>