



# Application for CCTV release

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CONTACT: [INFO@SGSSS.ORG](mailto:INFO@SGSSS.ORG)

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# Data Protection Act 2018

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As an applicant, it is important to be aware that providing false or deceptive information with the intent of gaining access to personal information to which you are not entitled is considered a criminal offence.

Applicants should take note that video footage captured by operational cameras is stored for a maximum of 20 days. Therefore, it is recommended to submit your request within 14 days of the incident or recording. This ensures ample time for the request to be received and processed before the footage is deleted. Any requests made after the 20-day period cannot be accommodated as the data will no longer be accessible.

Considering the time and resources required for reviewing and extracting information related to CCTV requests, we regret to inform you that speculative and general requests for footage will **not** be processed.

For your request to be considered, it is essential to provide precise information regarding the **timing (within an hour) and comprehensive details of the incident. This includes specifying the date, location, and offering a description of the incident. Additionally, please include any relevant crime incident or reference number(s).**

**Only requests submitted using the below specified form will be accepted.**

It is your responsibility to ensure that your request for footage is of a camera under The Sabha's control.

It is vital to stress that the requested footage may not necessarily offer the exact details you are seeking to assist your inquiry. The accuracy of the information can only be ascertained after the footage has been thoroughly reviewed.

Companies and individuals will only be presented with information pertinent to the specific search, containing personal data of themselves only. This applies unless all other individuals who might be identified from the same information have given consent for the disclosure.

Please return the form to [info@sgsss.org](mailto:info@sgsss.org)

A separate application needs to be completed for each request

## Section 1 – Applicant details

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**Forename(s):**  
(Including middle names for completeness)

Click or tap here to enter text.

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**Surname:**

Click or tap here to enter text.

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**Company name (if applicable):**

Click or tap here to enter text.

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**Police Crime Reference number:**

Click or tap here to enter text.

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**Contact number:**

Click or tap here to enter text.

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**Address**

Click or tap here to enter text.

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Click or tap here to enter text.

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**Postcode**

Click or tap here to enter text.

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## Section 2 – Details of data required

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<b>Date</b>	<b>Area/ camera location/road name</b>	<b>Approx time (to within an hour)</b>	<b>Details of incident (ie make/ model of vehicle or details of suspect)</b>
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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## Section 3 – Justification

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Under the Data Protection Act 2018, you are required to state why this data is required including **any relevant crime incident number**.

<b>Crime incident number/ Reference number (if relevant)</b>	<b>Justification</b>
Click or tap here to enter text.	Click or tap here to enter text.

## Section 4 – Declaration statement

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I (please print name) [Click or tap here to enter text.](#) confirm that:

1. The data hereby requested will be kept in a secure location at [Click or tap here to enter text.](#) with access restricted solely to those officers/ individuals involved in this specific investigation.
2. The data will only be used in connection with the purpose stated on this form.
3. The data will be retained as per data protection legislation or destruction as appropriate.
4. The applicant agrees to any charges that are applied to finding the requested information (payments made via The Sabha's Office, you will be advised when and if payment is required).

Signed: [Click or tap here to enter text.](#)

Print name: [Click or tap here to enter text.](#)

Date: [Click or tap here to enter text.](#)