

**APPENDIX B**

**DATA PROTECTION ACT 1998  
London Borough of Richmond upon Thames  
At CCTV Control Centre, York Street Twickenham TW1 3BZ**

**ACCESS TO CCTV IMAGE REQUEST FORM**

You must fill this form in if you require access to CCTV images held by the London Borough of Richmond upon Thames.

**SECTION ONE: YOUR DETAILS**

Name: \_\_\_\_\_

Name of your company/organisation/  
person you represent: \_\_\_\_\_

Position in the company/organisation: \_\_\_\_\_

**SECTION TWO: WHY CCTV IMAGES ARE REQUESTED**

Please tick the applicable box:

You represent the police or other law enforcement agency, and the images are required to prevent/detect a crime and/or identify, apprehend or prosecute offenders.

You represent a prosecution agency and require the images to prosecute an offender.

You are a solicitor or barrister and require the images in connection with legal proceedings.

You represent the media, where disclosure of the image to the public is need in order to assist in the identification of a victim, witness or perpetrator in relation to the criminal incident.

**SECTION THREE: DETAILS OF THE CCTV IMAGE YOU WANT ACCESS TO**

(1.) What is the date, location and approximate time of the images you wish to view?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2.) Please provide details of the incident and description or person, vehicle or property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3.) Will you need to take a copy of the images away from the site? YES / NO

(4.) If yes, please give reason.

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**SECTION FOUR: DECLARATION**

I ..... certify that I am authorised to represent the company/organisation/person listed above and the images are requested in connection with the prevention/diction of a crime, the apprehension or prosecution of offenders, criminal proceedings or public safety.

I confirm that the information I have provided on this form is true and accurate. I agree that I and the organisation/company/person I represent will only use the images in connection with the purposes for the London Borough of Richmond upon Thames has provided me with the images. (Insert name of organisation/company/person that is represented.) ..... fully understands the implications of the Data Protection Act 1998. They also understand that where the images are take off site into it's own possession it will become the Data Controller in respect of the personal data contained in those CCTV images.

Signed: .....

Date: .....

Title/Position: .....