Access to CCTV
Image Request Form

London Borough of Richmond

Revised April 2019
APPENDIX B

DATA PROTECTION ACT 2018 and GDPR 2018
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, barrister or insurance company and
require the images in connection with legal or other
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.


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/detection of a crime, the apprehension or prosecution of offenders, criminal proceedings, public safety or the investigation of an insurance claim.

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.) I fully understand the implications of the Data Protection Act 2018 and GDPR 2018. They also understand that where the images are taken off site into their own possession it will become the Data Controller in respect of the personal data contained in those CCTV images.

Signed: ..............................................................

Date: ..............................................................

Title/Position: ..............................................................

Cheque made payable to London Borough of Richmond for £36 attached: Y / N