



Data Protection Act 1998

Request for CCTV Images

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Application, for Legal Professions only,
for data held
by South Kesteven District Council

All sections are to be completed fully and returned to:

The Data Protection Liaison Officer, South Kesteven District Council, St Peter's Hill, Grantham, Lincolnshire NG31 6PZ



Legal Data Access Form
Digital Images

Section 1

THE FOLLOWING REQUEST IS MADE UNDER THE DATA PROTECTION ACT 1998
CHAPTER 29, SECTION 35 (2) WHICH STATES:

“35 Disclosures required by law or made in connection with legal
proceedings etc

(2) Personal data are exempt from the non-disclosure provisions where the
disclosure is necessary –

(a) for the purpose of, or in connection with, any legal proceedings (including
prospective legal proceedings), or

(b) for the purpose of obtaining legal advice,

or is otherwise necessary for the purposes of establishing, exercising or
defending legal rights.”

Name and address of company requesting data access:

.....
.....

Crime Reference Number:

Court Reference Number:

.....

Any other official agency reference number that proves this request is related to
recognised legal proceedings, (not a Solicitor’s company reference, unless the
company is instigating legal proceedings):

Reference Number: Agency:.....

Signature of Applicant: Print Name:

Position in company: Date:

*A person commits an offence under the Data Protection Act 1998,
Chapter 29 Part VI Section 55 (1) (a) if they unlawfully obtain personal
data or the information contained in personal data knowingly or
recklessly, without the consent of the Data Controller.*

Warning – a person who impersonates or attempts to impersonate
another may be guilty of an offence.

A fee is payable, by cheque, to ‘South Kesteven District Council’ of
£75 for the request.



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Section 2

We understand that South Kesteven District Council manage and maintain a CCTV camera system within the following area and require footage of the camera(s) for the following location:

Enter an exact and detailed location, e.g. outside Boots The Chemist, High Street, Grantham	
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The information that we require is of footage that was recorded on the following date(s) and time(s):

Enter details of the date(s) and any timings that are relevant, e.g. 9.15am 1 st October 2010	
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In particular we are interested in footage that contains the following information:

Enter any other details of the incident or descriptions of person(s), vehicle(s) or property	
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In order to assist South Kesteven District Council in locating the information, we provide the following supplementary details:

Enter any other relevant information that will help to locate the information required	
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SKDC CCTV
Section 3

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I, (print name) certify that I am a Solicitor/Lawyer/Barrister*, authorised to request this information on behalf of a client of(print name of company).

We fully understand the implications of the Data Protection Act 1998 and that we adopt the responsibilities of Data Controller, once we take possession of the relevant personal data that we have requested.

In order to fulfil our responsibilities as Data Controller we have implemented the eight Data Protection Principles within our company and agree to the following:

We shall process the data lawfully and fairly (1st and 6th principle);

We will not process the data further than that which we have lawfully specified in this request (2nd principle);

The request we have made is adequate, relevant and not excessive in relation to this data (3rd and 6th principle);

All relevant footage, unless admitted as evidence and subsequently retained by the Court, shall be returned as no longer necessary and considered as 'out of date' once the case is completed (4th and 5th principle);

We have adequate technical and organisational measures in place to prevent the unauthorised and unlawful processing, loss, misuse or destruction of the personal data provided (7th principle);

We undertake not to transfer the data to a country outside the European Economic Area, unless we have confirmed that the country or area has legislation in place to protect the rights and freedoms of Data Subjects, in relation to the processing of personal data. In any event, we undertake not to transfer the data to, or process it through, a website or an internet service provider (8th principle).

We further confirm that the data requested is not available as unused material, which is available through the Crown Prosecution Service and the Police Forces.

By signing this declaration and agreement I acknowledge that I fully understand that I may commit an offence, under the Data Protection Act 1998, if I have stated a falsehood or do not fulfil the obligations as a Data Controller.

Signed Date.....

*delete as applicable