Data Protection

Schedule 2, 5(3) Data Protection Act 2018 – CCTV footage request

Under the Data Protection Act 2018 companies ie.solicitors/insurance companies can apply for CCTV footage in a legal capacity.

Please be aware that footage is held for 30 days from time of incident/recording. You should therefore submit your request within 26 days of the incident/recording to allow sufficient time for the request to be received and processed before the footage is deleted.

Note that due to the time and resources needed to view and extract information related to CCTV requests, speculative requests for footage **will not** be processed.

Only requests submitted using the form below will be processed.

Please complete this form where CCTV footage is requested under Schedule 2, 5(3) of the Data Protection Act 2018.

THE FOLLOWING REQUEST IS MADE UNDER SCHEDULE 2, 5(3) OF THE DATA PROTECTION ACT 2018:

5 (3) The listed GDPR provisions do not apply to personal data where disclosure of the data—

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

  (b) is necessary for the purpose of obtaining legal advice, or

  (c) is otherwise necessary for the purposes of establishing, exercising or defending legal rights

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1. Details of the organisation / person requesting the information:

Full Name:………………………………………..

Organisation: ………………………………………

Address: ……………………………………………………………………………………………

Postcode: ……………..

Telephone number:

Email address:

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2. Details of your client

Full Name: ………………………………….

Address: ……………………………………………………………………………………………

Date of Birth:

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3. Date / Time of Incident

Information should be provided using the 24 hour clock HH:MM

If the precise time of the incident is not known, please provide an approximate period.

NB. CCTV footage is only held for 30 days before it is overwritten on our systems. There is no guarantee that this request can be processed if it is submitted after the 26th day.

Date of Incident : ………………………………………….

Start time (HH:MM): …………………..

End time (HH:MM): …………………..

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4. Details of the incident for which the CCTV footage is being requested (*Example, road traffic collision or incident*).

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5. Vehicle details

Data Subject / client vehicle registration number : ………………

Data Subject / client vehicle description (make/model/colour) : ……………………..

Third party vehicle registration number (if known): ………………

Third party vehicle description (make/model/colour) (if known): ……………………..

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7. Please detail why this request is required in support of legal proceedings, or by law (details will allow the University to consider whether this is a valid request under Schedule 2, 5 (3) of the Data Protection Act 2018)

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8. Declaration:

I confirm that the CCTV footage requested is necessary for the purpose(s) described in this request and that failure to provide this information will, in my view, likely prejudice these matters.

I confirm that I am in a position to request this information for, or on behalf of the data subject.

Name: …………………………………..

Signature: ………………………………   Date: ……………………

Please return this completed form to: faciltiies@bolton.ac.uk