



BERNESLAI HOMES

APPLICATION FOR INFORMATION CCTV IMAGES

- Please complete the form as fully as possible.
- You may be asked to supply evidence of your identity e.g. driving licence, passport or utility bills in your name/address.
- If you are asking for footage about someone else you must have written permission from them giving the authority for you to do so.

SECTION 1 – YOUR DETAILS

First name(s)		Last name	
Address			
Post code			
E-mail address			
Telephone no.			

SECTION 2 – DETAILS OF DATA SUBJECT IN CCTV FOOTAGE (if different from above)

First name(s)		Last name	
Address			
Post code			

Please note that if you are not the subject of the CCTV footage you must provide evidence that you have permission to ask for it e.g. a letter of authorisation or Power of Attorney etc. (Please send a copy with this request)

SECTION 3 – AGENCY OR REPRESENTATION DETAILS (Please tick if appropriate and supply documentation of which exemption under the Data Protection Act you wish to apply)

Do you represent the police and the images are required to prevent/detect a crime?	
Do you represent a prosecution agency and require the images to prosecute an offender?	
Are you a solicitor or barrister and require the images in connection with legal proceedings?	
Do you represent the media, where disclosure of the image to the public is needed in order to assist in the	

identification of a victim, witness or perpetrator in relation to a criminal incident?	
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SECTION 4 – DETAILS OF REQUIRED IMAGES (Please provide the following information to assist in the search for CCTV images)

Date image was recorded		Time image was recorded (within 15 mins)	
Location of footage (street, building, other landmark)			
Please provide a description of the incident you wish to view			
Please provide a photograph of yourself (or the subject), or a description, that will enable the operator to identify you/them on the CCTV footage	Photograph provided? (please circle as appropriate)	Yes	
		No	
Do you want to view the footage in person? (please circle as appropriate)	Yes	Do you want a still image from the footage? (please circle as appropriate)	Yes
	No		No

Signature of subject at Section 1.....

Date

Signature of subject at Section 2.....

Date

(if applicable)

IMPORTANT INFORMATION:

Presentation of all original documentation, for example, proof of identity, letter of authorisation, will be required at the point of release of CCTV footage.

Please return this completed form by email to BHdataprotection@berneslaihomes.co.uk