

# Application for data release

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# Data Protection Act 2018

As an applicant you are advised that the making of false or misleading statements in order to obtain access to personal information to which you are not entitled is a criminal offence.

Applicants should note that CCTV footage from fully-functioning cameras is retained for up to 31 days. You should therefore submit your request within 21 days of the incident /recording to allow sufficient time for the request to be received and processed before the footage is deleted. Any requests for footage after 31 days cannot be processed since the data will no longer be available.

Due to the time and resources needed to view and extract information related to CCTV requests, speculative and general requests for footage will not be processed. Accurate information about the timings of your request **(to within an hour) together with full details of the incident must also be provided including the date, location and a description of the incident, also including any crime incident / reference number(s) that may apply.**

**Only requests submitted using the below council specified form will be accepted**

It is your responsibility to ensure that your request for footage is of a camera under the council’s control.

Charges do apply for requests for footage **whether footage is captured or not**, which are required to be paid via the council’s webpage. **You will be provided with these details once you have had confirmation your request has been approved**. No footage is released until payment is made in full.

It is important to highlight that requested footage might not give the exact detail you are seeking to assist your enquiry. This can only be known once footage has been reviewed and because the work has been carried out to review the footage the charges still apply even though the footage is inclusive or not what is required.

Companies and individuals will be only be shown information relevant to that particular search and which contains personal data of her or himself only, unless all other individuals who may be identified from the same information have consented to the disclosure.

Please return the form to [CCTVRequests@luton.gov.uk](mailto:CCTVRequests@luton.gov.uk)

**A separate application needs to be completed for each request**

# Section 1 – Applicant details

**Forename(s):**

**(Including middle names for completeness)**

Click or tap here to enter text.

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**Surname:**

Click or tap here to enter text.

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**Company name:**

Click or tap here to enter text.

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**Reference number:**

Click or tap here to enter text.

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**Contact number:**

Click or tap here to enter text.

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**Address**

Click or tap here to enter text.

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Click or tap here to enter text.

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**Postcode**

Click or tap here to enter text.

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# Section 2 – Details of data required

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Area/ camera location/road name** | **Approx time**  **(to within an hour)** | **Details of incident**  (ie make/ model of vehicle or details of suspect) |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  |  |  |  |

# Section 3 – Justification

Under the Data Protection Act 2018, you are required to state why this data is required including **any relevant crime incident number**.

| **Crime incident number/**  **Reference number**  (if relevant) | **Justification** |
| --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. |

# Section 4 – Declaration statement

I **(please print name)** Click or tap here to enter text.confirm that:

1. The data hereby requested will be kept in a secure location at

Click or tap here to enter text. with access restricted solely to those officers/ individuals involved in this specific investigation.

1. The data will only be used in connection with the purpose stated on this form.
2. The data will be retained as per data protection legislation or destruction as appropriate.
3. The applicant agrees to the charges that are applied to finding the requested information (payments made via council’s webpage, you will be advised when payment is required).
4. The applicant agrees a charge is payable for the request for footage whether or not footage is captured.

Signed: Click or tap here to enter text.

Print name: Click or tap here to enter text.

Date: Click or tap here to enter text.