

**CCTV Legal Profession or Insurance  
Company Request  
Release of recorded material**

**Blackpool Council**



# CCTV Legal Profession or Insurance Company request

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## General Information

This document comprises of a number of parts that require the input of sufficient information to enable the Blackpool Council CCTV Service to conduct the search for the images requested.

Images of an individual, or group of individuals forms their personal data and therefore, the Council will apply all necessary criteria and obligations to the disclosure of such data to ensure compliance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA).

A request made under this process will be deemed to be made under Schedule 2, part 1, Para 5 of the DPA. This section encompasses disclosures made in connection with legal proceedings and states:

- (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,to the extent that the application of those provisions would prevent the controller from making the disclosure.

The Council wishes to remind any requester that seeking to obtain or procure personal data unlawfully may be an offence under the legislation.

Requesters will be required to sign an agreement and declaration at the end of this document to confirm that they are making the requested lawfully.

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## Fee

A fee is payable for requests submitted using this process. This is charged to cover the Subject Access Request fee for one individual (where this is relevant), the costs of searching the recorded images, providing a digital copy and a media receipt that can used in evidence if required. The calculation for this fee is based on actual and true costs for all aspects. The fee is payable irrespective of the outcome of the search.

The fee is currently £50 per request.

Where the request is for more than one individual's personal data, the Council reserves the right to charge the additional Subject Access Request fees where the number of individual's exceeds 4.

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## Part 1 – Company Details

|   |  |
|---|--|
| <b>Company Name</b>   |  |
| <b>Address</b>  |  |
| <b>Telephone Number</b>                                     |  |
| <b>Email Address</b>  |  |
| <b>Contact Name</b>   |  |
| <b>Your reference</b>                                       |  |
| <b>Any other reference e.g.<br/>Police Incident Log No.</b> |  |
| <b>Signature of applicant</b>                               |  |
| <b>Name</b> (in block letters)                              |  |
| <b>Position in company</b>                                  |  |
| <b>Date</b>   |  |

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## Part 2 – Information required for the search for images

|  |  |
|--|--|
| <b>Details of Area / Street</b>  |  |
| <b>Details of Incident Location</b>  |  |
| <b>Date and Time(s) of the Incident</b>  |  |
| <b>What are you looking for from the search?</b><br>i.e. All details of the incident, Full description of person(s) / Vehicle(s) |  |
| <b>Any additional information that may assist the search</b>   |  |

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## Part 3 - Declaration

I, the person named below, certify that I am a practising Solicitor/Lawyer/Barrister\* or I am an authorised officer within the previously named Insurance company\*.

**Name:**  
(in block letters)

\*Delete as appropriate

# CCTV Legal Profession or Insurance Company request

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I am authorised to request this information on behalf of a client of my company named in part 2 of this document.

We (the Company) fully understand the implications of the General Data Protection Regulation and Data Protection Act 2018 and that we adopt the responsibilities of Data Controller once we take possession of the relevant personal data we have requested.

In order to fulfil our responsibilities as Data Controller we agree to the following:

- We shall process the data lawfully and fairly;
- We will not process the data further than that which we have lawfully specified in this request;
- That the request we have made is adequate, relevant and not excessive;
- That all relevant footage, unless admitted as evidence and subsequently retained by the court, shall be securely destroyed once the case is completed;
- 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;
- We undertake not to transfer the data to a country outside the EEA unless we have confirmed that the country or area has legislation in place to protect the rights and freedoms of Data Subject in relation to the processing or personal data. In any event, we undertake not to transfer the data to or process it through a website or an internet service supplier.

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

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

|                   |  |
|-------------------|--|
| <b>Signature:</b> |  |
| <b>Date:</b>      |  |

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**Please return with payment (or record of payment) to DPA, PO Box 4, Blackpool, FY1 1NA or email to [DPA@blackpool.gov.uk](mailto:DPA@blackpool.gov.uk)**