



## Making a CCTV Footage Request

### Requests from Individuals

Information and images captured by our CCTV cameras are protected under the Data Protection Act 2018. This means that third-party information, such as another person's identity or vehicle registration number, will not be disclosed. In special circumstances, we will release them to the police, solicitors and statutory authorities with powers to prosecute.

There is an expectation that anyone involved in a vehicle collision or who has their vehicle damaged whilst on a College site will have reported this matter to the police and / or their insurance company. We deal directly with your insurance company or solicitor if it is a non-criminal traffic matter, or the police if it is a criminal-related offence, for which you must report to your local police station and obtain a crime reference number. We must be satisfied that the request is legitimate and genuine before any images can be released.

If you want to request footage of yourself, this can be done as a Subject Access Request. Further information and a form can be found on the College web site at <https://www.nptcgroup.ac.uk/about-us/publication-scheme/>.

Please be aware that CCTV footage is not always available and is retained for **up to a maximum of 30 days** from the date of recording. Therefore any requests should be submitted as soon as possible following the incident to allow for the request to be processed in time.

### Insurance companies and solicitors

If you are requesting CCTV for a client, you should complete the attached form and email it to [data-protection-officer@nptcgroup.ac.uk](mailto:data-protection-officer@nptcgroup.ac.uk). We will contact you to inform you if there are CCTV cameras at the location of the incident. To carry out a search and subsequent release of any footage the charges detailed below will apply.

You will not be entitled to receive data that is being held:

- For the prevention or detection of crime.
- For the apprehension or prosecution of offenders.

If giving you the information would be likely to prejudice any of these purposes.

All requests are considered on a case-by-case basis

## **Charges and Payment Methods**

- CCTV search - £25: This fee is to cover the cost to search for the incident and does not guarantee a result
- CCTV release of footage - £75: We will make a copy of the footage and send the evidence out to you as the insurance company or Solicitor representing your client.

Payment can be made by one of the following methods:

- by post – cheque to be sent to Data Protection Officer, NPTC Group of Colleges, Dwr-Y-Felin Road, Neath SA10 7RF.
- in person - cheque, cash or credit / debit card at any College site
- telephone – credit or debit card by telephone to the Finance office at Neath College on 01639 648000.

When making payments please state that the payment is for CCTV footage request. Cheques should be made payable 'NPTC Group of Colleges'.



## **CCTV Footage Request Form (Legal & Insurance Proceedings)**

This form is to be used for requesting video data covered by the Data Protection Act 2018, Schedule 2, Part 1(5)(3).

The listed GDPR provisions do not apply 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
- c) Is otherwise necessary for the purpose of establishing, exercising or defending legal rights.

To the extent that the application of those provisions would prevent the controller from making disclosure.

NPTC Group of Colleges must be satisfied that all requests are genuine and that persons making a request understand their legal obligations in relation to possessing and making use of images recorded on the Group's CCTV system. Persons requesting images should also be aware that copyright of all images remains with NPTC Group of Colleges and images may not be published or otherwise shown without the specific written permission of the Group.

Please be aware that images from the Group's CCTV system are only retained for **up to a maximum of 30 days** from the date of recording. Therefore please submit your request as soon as possible following the incident to allow for your request to be processed in time. As detailed in the guidance notes a fee may be applicable.

### **1. Details of organisation / firm requesting data**

Title	
First name	
Surname	
Position	

Company name	
Postal address	
Telephone No.	
Email address	

**2. Please indicate the purpose for which you are requesting this information.**

- Obtaining legal advice prior in consideration of commencing legal proceedings
- Defending or Instigating Criminal proceedings
- Defending or Instigating Civil proceedings
- Defending or Instigating an Insurance Claim

**3. Details of video data being requested**

If the incident involves a vehicle please provide the following details

Car colour	
Car make	
Car model	
Car registration plate	

**Date and time frame for footage**

Date of incident	
Please give time of incident if known. If not known, please provide the arrival time and time damage discovered or departure time. Please clearly indicate whether pm or am	
Time of incident	
Start time	
End time	

## Location

College site	
Location of car park / vehicle	

Please use this section to give any further details that will help us locate the footage required and a description of the incident. The more specific the detail the easier it will be to locate the data.

### 4. Requests on behalf of the Data Subject:

If you are acting on behalf of the Data Subject you must have their signed, written authority to do so and you must enclose that authority and proof of identity with your request. Please complete this section taking care to submit the request with the appropriate proofs of identity.

Details of the Data Subject	
Full name	
Address	
Email address	
Telephone No:	

**Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.**

**Authorisation from Data Subject to share data**

I.....hereby authorise any images of myself and / or my vehicle as detailed in this CCTV footage request form to be disclosed to :

Organisation / Firm.....

Address:

Signed ..... Date .....

Documents which must accompany your application are:

- (i) Evidence of your identity (a copy of your passport, driving licence or birth certificate);
- (ii) Signed consent to disclose to a third party (as indicated above);

**5. Declaration and Agreement of Requesting Organisation / Firm**

I (print name) certify that I/we am/are;

- 1. Requesting this information on behalf of the Person(s) noted below:

Or

- 2. Requesting this information, on behalf of my organisation / firm, in relation to proceedings.

(NOTE; Tick 1 or 2, whichever is applicable).

I fully understand the implications of Data Protection Act 2018 and that I will adopt the responsibilities of Data Controller once I take possession of the relevant personal data I have requested.

So far as I am aware, the data requested is not available as unused material which is available through the Crown Prosecution Service and the Police Force. I also understand that

copyright of the images remains with NPTC Group of Colleges and the images are only released for use in relation to the legal proceedings stated on this form.

I undertake that the images will not be released to the media, or persons with no relevant interest in the intended proceedings, without the express written permission of NPTC Group of Colleges.

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

Signed by:

Print name:

Position

Organisation / firm

**Please send the completed form to:**

By post to:  
Data Protection Officer  
NPTC Group of Colleges  
Neath College  
Dwr y Felin Road  
Neath  
SA10 7RF

or

Email to:  
[Data-protection-officer@nptcgroup.ac.uk](mailto:Data-protection-officer@nptcgroup.ac.uk)

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OFFICE USE

Fee paid:

Date reviewed:

Date released to applicant: