

# CCTV

## Subject Access Tape / DVD Request

### Part 1 – Initial viewing request

<b>Name of Applicant</b>			
<b>Full Address</b>			
<b>Client Details (if different from above)</b>			
<b>Reason for Request</b>			
<b>Date and Time of Incident</b>	<b>Start;</b>		<b>End</b>
<b>Location of Incident</b>			
<b>Nature of Incident</b>			
<i>Please provide a detailed description of the subject to enable identification (if two or more subjects are involved please complete a separate identification section for each)</i>			
<b>Sex</b>			
<b>Height</b>			
<b>Hair colour</b>			
<b>Description of clothing worn</b>			
<b>Other information which may assist in identification</b>			
<i>I hereby request a preliminary viewing of the above tape / DVD for the purpose outlined above</i>			
<b>Signature of requestee</b>		<b>Date</b>	
<b>Official use</b>			
<i>I hereby authorise a preliminary viewing of the above tape / DVD for the purpose outlined above</i>			
<b>Signature of CCTV System Manager</b>		<b>Date</b>	
<i>All persons present for viewing – including staff</i>			
<b>Tape / DVD ref, no</b>			
<b>Name</b>			
<b>Name</b>			
<b>Name</b>			
<b>Name</b>			
<i>Outcome of viewing</i>			
<b>Tape / DVD of interest to requestee</b>			
<b>Signature of requestee</b>		<b>Date</b>	
<b>Signature of CCTV System Manager</b>		<b>Date</b>	

**Part 2 – Tape / DVD release request**

<b>Name of Applicant</b>			
<b>Full Address</b>			
<b>Client Details</b>			
<b>Tape / DVD ref, no</b>			
<b>Date and Time of Incident</b>	<b>Start</b>	<b>End</b>	
<b>Location of Incident</b>			
<b>Nature of Incident</b>			
<b>Reason for Request</b>			
<b>Signature of requestee</b>		<b>Date</b>	
<i>Authorisation: to be signed by CCTV System Manager</i>			
<i>I hereby authorise the release of the above mentioned Tape/DVD covering the above mentioned period/s</i>			
<b>Signed</b>		<b>Date</b>	
<i>Tape / DVD out</i>			
<b>Serial number</b>			
<i>I acknowledge receipt of the Tape / DVD as detailed above. I understand that I am responsible for the safekeeping of this Tape / DVD and agree that the DVD or images thereon will not be used for any reason other than that specified above. I further undertake not to make any copies of the images for whatever reason and to return the Tape / DVD when it is no longer required for the reason stated.</i>			
<b>Signature of requestee</b>		<b>Date</b>	
<i>Tape / DVD return</i>			
<i>I acknowledge receipt of the Tape / DVD</i>			
<b>Reference number</b>			
<b>Signature of CCTV System Manager</b>		<b>Date</b>	