



S35 Data Protection Act 1998 - CCTV footage request

Application for data for Third Party only - under the Data Protection Act, companies (i.e. solicitors/insurance) can apply for footage in a legal capacity.

Please be aware that footage is held for 31 days from time of incident/ recording. You should therefore submit your request within 26 days of the incident /recording to allow sufficient time for the request to be received and processed before the footage is deleted.

Due to the time and resources needed to view and extract information related to CCTV requests, speculative requests for footage will not be processed.

Only requests submitted using the form below will be processed.

Please use this form for completion where CCTV footage is requested under S35 (2) of the Data Protection Act 1998. Information required by law or made in connection to legal proceedings.

**THE FOLLOWING REQUEST IS MADE UNDER DATA PROTECTION ACT 1998
SECTION 35(2) WHICH STATES:**

35 (2) Personal data are exempt from non-disclosure provisions where the disclosure is necessary

- (a) For the purpose of, or in connection with, any legal proceedings (including prospective legal proceedings) or,
- (b) For the purposes of obtaining legal advice, or is otherwise necessary for the purposes of establishing, exercising or defending legal rights.

1. Details of the organisation / person making this request

Name: _____

Organisation: _____

Address: _____

Postcode: _____

Tel no: _____

Email address: _____



2. Details of your client

Name: _____

Address: _____

Date of birth: _____

3. Date/ Time of the incident

Information should be provided using the 24 hour clock HH:MM.

If the precise timing of the incident is not known please provide an appropriate period for the CCTV.

N.B. CCTV footage is only held for 31 days before it is overwritten on our systems. There is no guarantee that this request can be processed if it is submitted after the 26th day.

Date of incident _____

Start time (HH:MM) _____

End time (HH:MM) _____

4. Details of the incident for which the footage is being requested (for example, road traffic collision)

5. Vehicle details (if applicable)

Subject / client vehicle registration mark _____

Subject / client vehicle description (make/model/colour) _____

Third party vehicle registration mark (if known) _____

Third party vehicle description (if known) _____



6. The camera location/s where footage may have been captured

Camera location _____

Camera number (if known) _____
(*please see www.stockport.gov.uk/cctv*)

7. Please detail why this request is required in support of legal proceedings, or by law (details will allow the Council to consider whether this is a valid Section 35 request)

8. Please create a reference number for this request using the following format

Road name/date of incident/client initials (for example, Station Road/01072015/JS)

Reference number _____

9. Declaration

I confirm that the footage requested is necessary for the purpose(s) described in this request and that failure to provide this information will, in my view, likely prejudice these matters.

I confirm that I am in a position to request this information as, for, or on behalf of the data subject.

Name: _____

Signature: _____ Date: _____

Please email this request to CCTV@stockport.gov.uk

We endeavour to process requests within 10 working days when we will inform you if there is any footage available and if we are able to disclose it.