RHONDDA CYNON TAF
STRONG HERITAGE | STRONG FUTURE
TREFTADAETH GADARN | DYFODOL SICR

Request for disclosure of CCTV footage under Schedule 2 Para 2 of the Data Protection Act 2018

Section 1 Details of organisation making request

Company Name	
Registered Office	
Postcode	
Telephone Number (switchboard)	
Company Email Address	
Website Address	

Section 2: Details of employee making request

Employee Name	
Job Title	
Telephone Number (direct line)	
Email Address	
Your Reference Number	

Section 3: Purpose for which the CCTV footage is being requested

		Please √
a.	Prevention or detection of crime	
b.	Apprehension or prosecution of offenders	
c.	Assessment or collection of tax or duty	

Please provide further details (explain why the information is needed and what the impact would be in the event of non-disclosure):

Section 4: Details of CCTV footage being requested

Date of incident	
Time of incident (within 1 hour)	
Camera number (if known)	
Location of incident (area, town street, postcode, property etc. – please be a precise as possible)	
Description of incident of incident (please provide us with as much information as possible to help us identify the footage you require).	
Description of vehicles / individuals involved (please provide us with as much information as possible to help us identify the footage you require).	

Section 6: Declaration

- I wish to obtain CCTV footage under Schedule 2 Para 2 of the Data Protection Act 2018.

- I confirm that I am authorised to make this request on behalf of the organisation stated in section 1 of this form.

- I confirm that the information is required for the purpose(s) indicated in section 3 of this form and non-disclosure would prejudice that purposes(s).

- I confirm that any footage disclosed to me will only be used for the purpose(s) specified in Section 4 of this request form.

Signature:	
Date:	

Please return this form to: cctvvisitor@rctcbc.gov.uk or RCTCBC, CCTV Control Centre, Sardis House, Sardis Road, Pontypridd, RCT, CF37 1DU

Date of search:				
Search Result (please '√')	Positive:		Negative:	
V-TAS incident No:				
CCTV Operative Name:				