

ESTATES – CCTV IN OUR PREMISES POLICY

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NORFOLK
CONSTABULARY



SUFFOLK
CONSTABULARY

ESTATES – CCTV IN OUR PREMISES

Owning Department: Estates and Facilities

Department SPOC: Head of Estates

Risk Rating: Low

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Legal Basis

Legislation specific to the subject of this policy document:

- Protection of Freedoms Act 2012 [S29](#)

Other relevant legislation which you must check this document against (required by law)

- Human Rights Act 1998 (in particular A.14 – Prohibition of discrimination)
- Equality Act 2010
- Crime and Disorder Act 1998
- Health and Safety at Work etc. Act 1974 and associated Regulations
- General Data Protection Regulation (GDPR) and Data Protection Act 2018
- Freedom of Information Act 2000
- The Civil Contingencies Act 2004

Other documentation which you must check this document against:

- College of Policing – Code of Ethics
- Norfolk and Suffolk Constabularies' Standards of Professional Behaviour
- College of Policing – Authorised Professional Practice

Other Related Documents

- Estates Management Policy
- Freedom of Information Policy.

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- Information Management APP
- Data Protection APP
- Code of Practice on the Management of Police Information
- Information Commissioners Office CCTV Code of Practice
- Amended Surveillance Camera Code of Practice November 2021

1. Introduction

- 1.1 Both Norfolk Constabulary and Suffolk Constabulary seek to ensure, as far as is reasonably practicable, the security and safety of all visitors, contractors, Police Officers and staff whilst within or situated on our premises.
- 1.2 To this end, CCTV cameras and recording devices are deployed within and around our estate to assist in the prevention, investigation and detection of crime and misconduct, apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings), public, employee and visitor safety and monitoring security of premises at both Norfolk Constabulary and Suffolk Constabulary.
- 1.3 This Policy document has been implemented to ensure that the deployment and control of CCTV resources is proportionate and lawful under the terms of the Data Protection Act 2018 and the CCTV Codes of Practice.
- 1.4 This document details the operating policy and standards for the closed circuit television (CCTV) systems installed at Norfolk Constabulary and / or Suffolk Constabulary in accordance with the requirements of the Data Protection Act 2018 (DPA) and the Code of Practice (CCTV Code) issued by the Information Commissioner and Surveillance Camera Commissioner. The operational governance for the CCTV systems and each camera in use across the estate are to be documented in an “Information Asset Registration Form”, retained in Information Management and is regularly reviewed by the Information Asset Owner.
- 1.5 The use of CCTV as a way to process personal data is included in the Constabularies’ notification to the Information Commissioner’s Office.

2. Statement of Policy

- 2.1 This policy has been formally agreed via the approved policy development/review process. It will be maintained by the Estates and Facilities Department in conjunction with the Central Policy Unit.
- 2.2 The policy is intended to promote equality, eliminate unlawful discrimination and actively promote good relations regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, economic or family status.
- 2.3 Managers have a responsibility to ensure this policy is applied fairly, and unless otherwise stated, all policies and procedures are non-contractual.

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3. Applicability

- 3.1 Unless otherwise stated, this policy applies to all police officers (including officers of the Special Constabulary) and all members of police staff (including police support volunteers).

4. System Description

- 4.1 The CCTV systems installed in and around the estate comprise of a mixture of fixed and pan / tilt / zoom cameras. These cameras provide fields of view encompassing approaches to building entrances, building property lines and internal communal and secure areas.
- 4.2 The majority of the CCTV cameras record to digital hard disk recorders. Where software remote view facilities are provided to named force and PFI Contractor system user, access to the systems are password protected.

5. Purpose of the System

- 5.1 The purpose of the CCTV systems in use at Norfolk Constabulary and / or Suffolk Constabulary is to enable the prevention, investigation and detection of crime and mis-conduct, apprehension and prosecution of offenders and monitoring of the security and safety of the premises at Norfolk Constabulary and / or Suffolk Constabulary.

6. Operating Principles

- 6.1 To ensure compliance with DPA, personal data, including images recorded on the CCTV systems, images and records must at all times be processed in line with the following Data Protection Principles:
- Fairly and lawfully processed;
 - Processed for limited purposes and not in any manner incompatible with the purpose of the systems;
 - Adequate, relevant and not excessive;
 - Accurate;
 - Not kept for longer than is necessary;
 - Processed in accordance with individuals' rights;
 - Secure; and
 - Not transferred to countries outside of the UK without adequate protection.

7. Policy Scope

- 7.1 This Policy applies to all parts of the Norfolk Constabulary and Suffolk Constabulary Estate.
- 7.2 This Policy does not apply to any webcam systems hardware and / or software located in meeting rooms or lecture theatres operated by ICT Department.

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- 7.3 Personal Data (i.e. images of individuals obtained by the force CCTV systems) may only be used in connection with the purpose set out in section 2.2.
- 7.4 The ability to view live and historical CCTV data available via network software is only to be provided at designated locations and to authorised persons only.
- 7.5 The Head of Joint Information Management is responsible for the evaluation of such locations and Professional Standards Department will evaluate authorised persons, against the requirements of this Policy document and is to maintain a record of all locations and authorised persons.
- 7.6 Except where a request has been granted for third party access to certain specified recorded CCTV images (see below), CCTV images are not to be displayed in the presence of any unauthorised person or where such images may be inadvertently viewed by any unauthorised person. Where images are accessed or monitored on workstation desktops, the CCTV screen is to be minimised when not in use or unauthorised persons are present. Workstation screens must always be left locked out when unattended.
- 7.7 For the purpose of viewing CCTV images, an authorised person is defined as an employee or appointed person acting on behalf of Norfolk Constabulary and / or Suffolk Constabulary who has an operational responsibility for either the prevention, investigation and detection of crime and mis-conduct, apprehension and prosecution of offenders and / or the monitoring of the security and safety of the premises at Norfolk Constabulary and / or Suffolk Constabulary.
- 7.8 No images may be captured from areas in which individuals would have an expectation of privacy (i.e. toilets, changing facilities etc.).
- 7.9 At all times the operation of the CCTV systems are to be conducted in accordance with the procedures set out in this document.
- 7.10 The Head of Estates is responsible for ensuring that CCTV system and camera specifications for new installations at Norfolk Constabulary and / or Suffolk Constabulary comply with the DPA and the relevant Codes of Practice.
- 7.11 The Information Management Department will assist and advise on compliance matters.
- 7.12 Only the appointed Estates and Facilities Department contractor for the force(s) CCTV systems may be used in installing or maintaining CCTV systems associated with the estate.
- 7.13 Changes in the use of the CCTV systems may only be implemented in accordance with the DPA and the relevant Codes of Practice.

8. Operating Standards

Processing CCTV Images

- 8.1 It is imperative that access to, and security of the images is managed in accordance with the requirements of the DPA and the relevant Codes of Practice.

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8.2 At all times the following standards are to be applied:

- CCTV images are not to be retained for longer than necessary. Data storage is automatically managed by the CCTV digital records which use software programmed to overwrite historical data in chronological order to enable the recycling of storage capabilities. CCTV images are retained in the Police Investigation Centres (PIC) for 60 days, and elsewhere CCTV images are retained for 31 days.
- Provided that there is no legitimate reason for retaining the CCTV images (such as for use in legal proceedings), the images will be erased following the expiration of the retention period.
- If CCTV images are retained beyond the retention period, they are to be stored in a secure place to which access is controlled and are to be erased when no longer required.

Quality of Recorded Images

8.3 Images produced by the recording equipment must be as clear as possible in order that they are effective for the purpose for which they are intended. The standards to be met under the relevant Codes of Practice are set out below:

- Recording features such as the location of the camera and/or date and time reference must be accurate and maintained.
- Cameras must only be situated so that they will capture images relevant to the purpose for which the system has been established.
- Consideration must be given to the physical conditions in which the cameras are located i.e. additional lighting or infra-red equipment may need to be installed in poorly lit areas.
- Cameras must be properly maintained and serviced to ensure that clear images are recorded, and a log of all maintenance activities kept.
- As far as practical, cameras must be protected from vandalism in order to ensure that they remain in working order. Methods used may vary from positioning at height to enclosure of the camera unit within a vandal resistant casing.
- Cameras and equipment provided in premises areas used frequently by the public will be designed to be less visible and less intrusive.

Appropriate Signage

8.4 Signs must be placed so that members of the public are aware that they are entering a zone which is covered by CCTV cameras.

8.5 Signage requirements:

- Signs must be clearly visible and legible.
- Signs must be of a size appropriate to the circumstances.

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- Signs at entrances to Norfolk Constabulary and / or Suffolk Constabulary and in areas adjacent to the public footpath or road must be at least A4 size.
- Signs at the entrance of car park areas must be at least A4 size.
- Signs will contain the following information:
 - i) The name of the Data Controller (i.e. Norfolk Constabulary and /or Suffolk Constabulary);
 - ii) The purpose(s) of the scheme;
 - iii) A contact telephone number for enquiries.

9. Access to / Disclosure of CCTV Images

9.1 Requests for access to, or disclosure of (i.e. provision of a copy), of images recorded on the CCTV systems from third parties (i.e. unauthorised persons) will only be granted if the requestor falls within the following types of person / organisation:

- Data Subjects (i.e. persons whose images have been recorded by the CCTV systems).
- Law enforcement agencies (where the images recorded would assist in a specific criminal enquiry).
- Prosecution agencies (including force Managers in the course of Staff disciplinary proceedings).
- Relevant legal representatives of data subjects.
- Requests may also be received from other sources, e.g. Insurance Companies, Regulatory Bodies, solicitors, local authorities.

9.2 The contact point indicated on the CCTV signs around Norfolk Constabulary and / or Suffolk Constabulary should be available to members of the public during normal business hours.

9.3 Our contact staff are to be familiar with this document and the procedures to be followed in the event that an access request is received from a Data Subject or a Third Party:

- For the PIC's this is to be the Duty Inspector supported by services provided by the Private Finance Initiative contractor.
- For the OCC this is to be via the Estates PFI Contract Manager supported by services provided by the Private Finance Initiative contractor.
- For images linked to the CCR this is to be CCR Duty Inspector.
- For images at countywide police stations this is to be via the Duty Inspector with support from Business Support and the Estates and Facilities Department Security contractor who services and maintains the CCTV systems.

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Request from a Data Subject for Access / Disclosure

- 9.4 Data Subjects (i.e. persons whose images have been recorded by the CCTV systems) have various rights under the DPA, including the right to be informed that personal data (i.e. images of themselves) are being recorded and the right to receive a copy of that personal data.
- 9.5 Should any person visiting Norfolk Constabulary and / or Suffolk Constabulary have any questions concerning the operation of the CCTV systems or their rights with respect to any images of them recorded by the systems, the following procedure must be complied with:
- The Data Subject should be directed to an authorised person (the Data Protection Decision Maker).
 - The Data Subject is to be provided with a copy of the Information Leaflet attached at Appendix A (which describes the purpose and operation of the CCTV systems at Norfolk Constabulary and / or Suffolk Constabulary).
 - The Data Subject is to be provided with a copy of the Subject Access Request Form attached at Appendix B; this will enable them to make a formal request to receive a copy of images of themselves.
 - The Data Subject is to send the completed Subject Access Application Form to the Data Protection Decision Maker (contact details are on the application form) together with copies of two forms of identity.
 - The Data Protection Decision Maker will liaise with Business Support to:
 - i) Ensure that the relevant images are located.
 - ii) Determine whether third party images (i.e. images of persons other than the Data Subject) are contained within the images.
 - iii) Ensure that any third party images are disguised or blurred before access or disclosure is granted.
 - The Data Protection Decision Maker must ensure that a written acknowledgement is sent to the Data Subject as soon as practicable after receipt of the completed Subject Access Application Form.
 - Subject Access Requests are to be processed in line with the data subject's rights as soon as practicable and in any event within 40 days of a valid Subject Access Request being received.

Request from a Data Subject to Prevent Processing / Automated Decision Taking

- 9.6 In addition to rights of access, Data Subjects also have rights under the DPA to prevent processing (i.e. monitoring and recording CCTV images) likely to cause substantial and unwarranted damage to that person, or prevent automated decision taking (i.e. through the use of visual recognition software) in relation to that person. It is unlikely that either would apply to the operation of the CCTV systems at Norfolk Constabulary and / or Suffolk Constabulary. However, should any person visiting force premises have any concerns regarding the operation of the CCTV systems the following procedure must be complied with:

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- The Data Subject should be directed to the Compliance Officer to determine whether the Data Subject is making a request to prevent processing or automated decision making. If the Compliance Officer determines that the Data Subject is instead making a Subject Access Request, the procedure set out in paragraphs 10.4 and 10.5 above will be followed.
- The Compliance Officer will determine whether the processing is necessary for the prevention, investigation and detection of crime, or the apprehension and prosecution of offenders, and whether the request should therefore be complied with. When the Data Subject raises the request in the context of wishing to raise a reported crime, then the Compliance Officer will always report the same to the local Contact and Control Room (CCR).
- The Compliance Officer must ensure that a written acknowledgement is sent to the Data Subject as soon as practicable and in any event within 20 days of receiving the request containing the name of the Data Subject and confirmation that:
 - i) Norfolk Constabulary and / or Suffolk Constabulary will comply with the request to prevent processing of the CCTV images likely to cause substantial and unwarranted damage to the Data Subject and the rationale for this decision;
 - OR
 - ii) Norfolk Constabulary and / or Suffolk Constabulary will not comply with the request to prevent processing of the CCTV images likely to cause substantial and unwarranted damage to the Data Subject and the rationale for this decision;
 - OR
 - iii) No automated decision in respect of the CCTV images has been made by Norfolk Constabulary and / or Suffolk Constabulary.

Request from a Third Party for Access / Disclosure

- 9.7 Unlike Data Subjects, third parties who wish to have access to, or a copy of, CCTV images (i.e. images not of the person making the request) do not have a right under the DPA to access, and care must be taken when complying with such requests to ensure that neither the DPA nor the relevant Codes of Practice are breached.
- 9.8 Requests from third parties will only be granted if the requestor falls within the relevant categories identified in 10.1 above.
- 9.9 In order to ensure compliance with the DPA and the relevant Codes of Practice the following procedure must be complied with:
- The Third Party should be directed to Data Protection Decision Maker.
 - The Third Party must be provided with a copy of the Third Party Request Form attached as Appendix B (to enable them to make a formal request to view / receive copies of images of them, which they can either complete there and then or take away and send back).

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- Any completed Third Party Request Form must then be given to the Data Protection Decision Maker.
- The Data Protection Decision Maker will:
 - i) Determine whether the request should be complied with i.e. disclosure has a legal basis and will be compliant with the DPA.
 - ii) Ensure that the relevant images are located.
 - iii) Determine whether third party images (i.e. images of persons other than the intended Data Subject) are contained within the images.
 - iv) If applicable, ensure that any third-party images are disguised or blurred before access or disclosure is granted.
- Once the images have been located and the Data Protection Decision Maker has agreed that a Third-Party Request can be complied with, the Data Protection Decision Maker will provide a response that will comply with the DPA.
- If the Third Party elected in their completed Third Party Request Form to view the images at Norfolk Constabulary and / or Suffolk Constabulary, a record needs to be kept by the Data Protection Decision Maker recording:
 - i) The name(s) of the Third Party and all other attendees;
 - ii) The date and time of the viewing;
 - iii) The location where the viewing took place.
- If the Data Protection Decision Maker agrees that a Third Party Request **cannot** be complied with, the Data Protection Decision Maker must provide the Third Party with written notice advising the reason for refusing to grant access to / supply the images requested.

10. Monitoring Compliance with the DPA and the CCTV Code

- 10.1 An annual assessment will be undertaken by the Head of Estates to evaluate the effectiveness of the CCTV systems at Norfolk Constabulary and / or Suffolk Constabulary and its compliance with the DPA and the relevant Codes of Practice. Information Management Department can assist and advise on compliance matters.
- 10.2 The results of the report will be assessed against the stated purpose of the scheme. If the scheme is not achieving its purpose, remedial action must be undertaken to modify the systems. Requests from members of the public for access to such report will be considered by the Freedom of Information Decision Maker on a case-by-case basis under the requirements of the Freedom of Information Act 2000.

11. Complaints Procedure

- 11.1 Any member of public who has a concern about the use and operation of CCTV and who wishes to make a complaint, can do so using the Constabulary's formal complaints procedure.

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12. Privacy Impact Assessments

12.1 CCTV captures personal data relating to individuals and capturing images of individuals will impact on those individuals' privacy. As such, a Data Protection Impact Assessment is required to assess that impact and for the Constabularies to formulate policies, procedures and safeguarding measures to ensure the impact is not overly intrusive.

12.2 Refer to the Data Protection Impact Assessments policy for further information.

13. Roles and Responsibilities

Role Title	Responsibilities
Chief Constable	Overall accountability for the organisation in relation to information management / CCTV in our premises.
Assistant Chief Officer (ACO - Estates Portfolio Holder)	Sufficient time, systems and resources have been identified and are made available to provide and manage CCTV systems in our estate, in line with this policy and to meet the legal and organisational requirements.
Head of Information Management	To deal with and manage the process for the requests of CCTV images from both internal and external sources.
PEO staff and Business Support Officers and Assistants	To be familiar with the operating CCTV equipment at your responsible sites. To assist the Head of Information Management (and others when required) to view and / or download CCTV images etc. as required.
Head of Estates and Facilities Department	To provide the required CCTV systems across the estate as required. To service and maintain the CCTV systems in working order across the estate as required. To ensure PFI Contractors are servicing and maintaining CCTV systems across the PFI estate.

14. Definitions

Term	Definition
PIC	Police Investigation Centre (buildings that provide custody suites).
PFI	Private Finance Initiative. A means of financing the construction and use of new buildings from private companies.

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CCTV	Closed Circuit Television. The use of videos cameras to provide surveillance and record images.
DPA	Data Protection Act. The primary legislation covering the use of data, including images.

15. Appendix A



INFORMATION LEAFLET FOR THE OPERATION OF CCTV AT NORFOLK CONSTABULARY AND / OR SUFFOLK CONSTABULARY.

This leaflet contains information and advice about the operation and management of the closed circuit television (CCTV) systems at Norfolk Constabulary and / or Suffolk Constabulary. It also provides information relating to your rights under the Data Protection Act 2018 (DPA).

Why do we have CCTV at Norfolk Constabulary and / or Suffolk Constabulary?

The purpose of the CCTV systems is to enable the prevention, investigation and detection of crime, apprehension and prosecution of offenders and mis-conduct (including use of images as evidence in criminal proceedings and mis-conduct hearings), public, employee and visitor safety and monitoring security of premises at Norfolk Constabulary and / or Suffolk Constabulary.

How is it controlled?

The DPA provides a legal framework under which all personal data relating to individuals is processed, which extends to the recording of images on CCTV systems. The governmental authority that oversees and enforces the DPA, the Information Commissioner and Surveillance Camera Commissioners, have also issued codes of practice that specifically applies to CCTV. To ensure compliance with the DPA and the relevant codes of practice, Norfolk Constabulary and / or Suffolk Constabulary have introduced policies and procedures under which the CCTV systems at our sites are to be operated. This Policy addresses issues such as who may have access to the monitoring and data storage equipment and contains guidelines for the operators to ensure that individual's privacy is respected.

How does it operate?

The systems are operated by Norfolk Constabulary and / or Suffolk Constabulary and retained contractors (including PFI) 24 hours a day, every day of the year.

Who uses the images?

Access to the images recorded by the CCTV cameras is restricted and images can only be disclosed in accordance with the DPA and the relevant codes of practice. As a consequence, persons who are not involved in the operation or supervision of the CCTV systems at Norfolk Constabulary and / or Suffolk Constabulary will only be granted access to, or disclosure of, the recorded images where such access or disclosure is necessary for the prevention, investigation and detection of crime and mis-conduct, or the apprehension and prosecution of offenders.

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In every case Norfolk Constabulary and / or Suffolk Constabulary requires a written request to be made setting out the reason(s) for which the images are required.

Normally disclosure will only be granted to the following third parties:

- Data subjects (i.e. persons whose images have been recorded);
- Law enforcement agencies;
- Prosecution agencies;
- Relevant legal representatives.

Can I see the images?

You are entitled to access personal information which is held about you, which extends to images of you recorded by the CCTV systems at Norfolk Constabulary and / or Suffolk Constabulary. If you wish to exercise your right to see such images you will need to complete a Subject Access Application form, available from the Norfolk Constabulary and / Suffolk Constabulary Data Protection Decision Maker and return it together with copies of two forms of identity.

In order for us to be able to locate the relevant images on the Subject Access application form you must be able to clearly identify yourself and the date, time, location in which you think you were recorded. Remember that images will ordinarily be erased after 31 days (60 days in a Police Investigation Centre). Norfolk Constabulary and / or Suffolk Constabulary will respond within 40 days of receiving the required information and fee.

How do I make a complaint?

If you require further information about any aspect of the CCTV systems or you wish to make a complaint, please contact Norfolk Constabulary and / or Suffolk Constabulary using the details at the foot of this leaflet.

Is Norfolk Constabulary and / or Suffolk Constabulary CCTV effective?

CCTV has a wide range of uses and is only part of a number of initiatives Norfolk Constabulary and / or Suffolk Constabulary uses to ensure the safety and security of our premises and of the people accessing them.

For further information please write to:

Norfolk Constabulary
Information Compliance Manager
Jubilee House
Falconers Chase
Wymondham
Norfolk
NR18 0WW.

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16. Appendix B



DATA PROTECTION ACT 2018 THIRD PARTY REQUEST FORM CCTV AT NORFOLK CONSTABULARY & SUFFOLK CONSTABULARY PREMISES.

(Please use BLOCK CAPITALS to complete this Form)

The Data Protection Act 2018 (DPA) regulates the processing of personal data relating to Data Subjects (individuals to whom “personal data” relates), including images recorded on closed circuit television (CCTV) systems.

Access to the images recorded by the CCTV cameras is restricted and images can only be disclosed in accordance with the DPA and the code of practice issued by the governmental authority that oversees and enforces the DPA, the Information Commissioner that specifically applies to CCTV (CCTV Code). As a consequence, persons who are not involved in the operation or supervision of the CCTV systems at Norfolk Constabulary and / or Suffolk Constabulary will only be granted access to, or disclosure of, the recorded images where such access or disclosure is necessary for the prevention, investigation and detection of crime, or the apprehension and prosecution of offenders.

1. DETAILS OF THE THIRD PARTY APPLICANT:

Title:

Surname:

First Name(s):

Incident Number (if applicable):

Organisation Name:

(Organisation) Address:

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Post Code:

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Daytime Telephone Number:

Please select (X) which of the following types of organisation you are applying on behalf of:

Data subject: ☐

Law enforcement agency: ☐

Prosecution agency: ☐

Legal representative: ☐

Other (Please specify) ☐

.....

2. PERSONAL DETAILS OF THE DATA SUBJECT (IF APPLICABLE)

Title Surname

First Name(s)

Date of Birth ____ / ____ / ____ Male / Female

3. INFORMATION REQUIRED TO LOCATE IMAGES

In order for Norfolk Constabulary and / or Suffolk Constabulary to identify the images you require access to, please provide the following information:

The date, time and location of the CCTV systems camera which captured the footage required: (Please use a separate sheet of paper if necessary).

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Sufficient personal characteristics to enable identification of the Data Subject (if applicable) include a full description including hair colour, clothing etc. together with a photograph (if possible). Please use a separate sheet of paper if necessary:

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4. ACCESS TO IMAGES:

Assuming Norfolk Constabulary and /or Suffolk Constabulary is able to locate the required images, please select (X) which of the following will satisfy your request:

I would like to view the relevant images at
Norfolk Constabulary and / or Suffolk Constabulary: ☐

I would like to be sent a copy of the relevant images: ☐

5. PURPOSE OF ACCESS AND LEGAL BASIS:

The reason and purpose I am requesting access to CCTV images held by Norfolk and/or Suffolk Constabulary are:

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The legal basis for making this request is as follows:

Please state here the specific legislation and section authorising Norfolk and/or Suffolk Constabulary to provide the CCTV images.

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6. CONSENT

Have you spoken to and obtained consent from the individual for Norfolk and/or Suffolk Constabulary to provide the CCTV images.

Please provide Norfolk and/or Suffolk Constabulary with a copy of that consent.

Consent must be clear, affirmative, fully informed, freely given and unambiguous.

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Consent has not been considered or provided because:

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7. ACKNOWLEDGEMENT:

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I acknowledge that it may be necessary for Norfolk Constabulary and / or Suffolk Constabulary to contact me in order to obtain further information in order to be satisfied as to my identity or to locate the requested images.

I acknowledge that Norfolk Constabulary and / or Suffolk Constabulary has the absolute discretion to determine whether a request for access to, or disclosure of, the images recorded on the CCTV systems at Norfolk Constabulary and / or Suffolk Constabulary Norfolk Constabulary and / or Suffolk Constabulary is necessary for the prevention, investigation and detection of crime, or the apprehension and prosecution of offenders.

I acknowledge that if Norfolk Constabulary and / or Suffolk Constabulary is of the opinion that complying with this request would, or would be likely to, prejudice the prevention or detection of crime, or the apprehension or prosecution of offenders, Norfolk Constabulary and / or Suffolk Constabulary has the right decline this request.

Signature:

Date: ____ / ____ / ____

Return this form to:

Norfolk Constabulary
Data Protection Decision Maker
Jubilee House
Falconers Chase
Wymondham
Norfolk
NR18 0WW

OR

Suffolk Constabulary
Data Protection Decision Maker
Martlesham Heath
Ipswich
Suffolk
IP5 3QS