

Request Form - access to CCTV data

Name:	Address:
Title:	
Organisation:	
Signature:	Phone:
Date:	Email:

Describe the event / incident which you are seeking footage of?	
Describe in detail the data you want from this event / incident?	
What is the purpose of receiving this data?	
What is the location of the event / incident?	
What was the approximate time and date of the event / incident?	
Describe your authority / entitlements to view the footage?	

Please send this completed form to privacyofficer@southlanddc.govt.nz

Terms and conditions

By signing this form, you acknowledge and agree to the following conditions:

- Southland District Council will respond to your request within 20 working days
- Access will be considered in accordance with our Privacy Policy, Surveillance Policy, the Privacy Act 2020, and the Local Government Official Information and Meetings Act 1987
- Southland District Council may request additional information, including your identification, to prove your authority to access this information
- If your request is accepted, you will need to book a time to view footage in person (a copy will not be provided)
- If footage is connected to a criminal investigation, police authorisation will be required to obtain access
- Southland District Council reserve the right to refuse access to CCTV footage in accordance with our rights and responsibilities under the Privacy Act 2020 and/or the Local Government Official Information and Meetings Act 1987.

Office use only

- Approved
- Not approved
- More information required

Date:

Name:

Title:

Reason:

Signature: