

Internal Request to Download CCTV Images

All requests must be made on this proforma and be must be authorised by at least 1 of the authorised signatories listed below prior to downloading of images.

No CCTV images should be shown to anyone without approved permission.

Details of Incident (*brief description of incident*)

Date	
Time	
Location	
Reason for Downloading Images	

Requestors Details

Name	
Designation	
Location	
Reason for Request	

Details of Security Officer Downloading Images

Name	
Signature	
Position	
Location	

Unique ID: NHSL.
Category/Level/Type:
Status: Final

Date of Authorisation: 10 April 2018
Date added to Intranet: 18 August 2017
Key Words: Facilities CCTV

Author (s): Facilities Dept
Version: 2.1 April 2018
Authorised by: Information Governance Sub Committee Assurance Board

Review Date: April 2021

Comments: TECHNICAL UPDATE

Date	
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CD Disc Identification number / name _____

No. Of CD's downloaded	
Serial No. (identification No)	
Devices downloaded from	CCTV Cameras Body Worn Cameras

I confirm this request to download images held by NHS Lothian *has been authorised/ * has not been authorised by one of the below (*delete as appropriate)

Signature	
Designation	
Print	
Date	

Authorised signatories:

- Director of Human Resources
- Director of Facilities
- Associate Director of Human Resources
- Associate Director of Facilities
- Site Directors
- Heads of Human Resources

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