

## Subject Access Request to download CCTV images

All requests must be made on this proforma and must be authorised by at least one 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):

<b>Date:</b>	
<b>Time:</b>	
<b>Location:</b>	
<b>Reason for downloading images:</b>	

**Requestor's Details:**

<b>Name:</b>	
<b>Designation:</b>	
<b>Location:</b>	
<b>Reason for request:</b>	

**Details of Security Officer downloading images:**

<b>Name:</b>			
<b>Signature:</b>			
<b>Position:</b>			
<b>Location:</b>		<b>Date:</b>	
<b>CD identification number/name:</b>			

<b>Number of CDs downloaded:</b>			
<b>Serial number/s (identification number/s):</b>			
<b>Devices downloaded from:</b>	<b>CCTV cameras:</b> <input type="checkbox"/>	<b>Body Worn Cameras:</b> <input type="checkbox"/>	

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

**Information released by:**

<b>Name:</b>	
<b>Designation:</b>	
<b>Location:</b>	
<b>Date:</b>	

**Authorised signatory (tick as appropriate):**

- Director of Estates & Facilities
- Associate Director of Operations (Estates & Facilities)
- Estates & Facilities Heads of Service
- Soft FM Area Managers
- Site Services Managers (with security responsibilities)
- Director of Human Resources
- Associate Director of Human Resources
- Heads of Human Resources
- Data Protection Officer