

Procedure for Business Owners Requesting CCTV Footage from Silverdale Business Association

Purpose: To provide a clear and efficient process for requesting CCTV footage.

Procedure for Silverdale members:

1. Written Request:

- Submit a written request to the Silverdale Business Association.
- Include the following information:
 - Your name
 - Your business name
 - The date and time of the incident
 - The specific location of the incident
 - The relevant police case number

2. Specify Your Request:

- Clearly state whether you require a still image (photo) or a video clip.
- Explain the purpose of the requested footage.

Note: All requested Video footage will be directly forwarded to the relevant police authority for their investigation.

Important Considerations:

- **Data Privacy:** Please be mindful of data privacy regulations and ensure that any footage requested is strictly for the purpose of assisting the police investigation.
- **Timely Response:** The Association will endeavor to process requests promptly, but please be aware that there may be delays, particularly during peak periods.

CCTV Footage Request Form

| Information | Details |
|---|-----------------|
| Your Name | |
| Email address | |
| Your Business Name | |
| Your Contact Information | (Phone Number) |
| Request Details: <i>Date and time of the incident</i> | |
| Police Incident Number | (if applicable) |
| Type of Footage Required <i>*Note: All Video footage requests will be forwarded directly to the relevant police authority for further investigation.</i> | Photo, Video* |
| Briefly explain the reason for your request. This information will help the Association determine the appropriate course of action | |
| Specify the Location of the Incident: | |
| Additional Comments or Questions | |