**Garda Request for copy of CCTV Recording(s)**

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| **Instructions to Gardai**1. This form is to be used by members of An Garda Síochána where they wish to request a copy of a CCTV recording(s) in the possession of Dublin City University.
2. Ideally, the form should be photocopied onto Garda headed paper and the details below filled out.
3. The photocopied form should be scanned and emailed to the address indicated at the end of this form.
4. Guidance for DCU staff on how to process these requests is available on the DCU Data Protection Web page.
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**Contact details of Garda submitting the request**

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| **Name** |  |
| **Rank** |  |
| **Garda Number** |  |
| **Station** |  |
| **Date of Request** |  |
| **Garda Contact Details** | Phone number and/or email address:  |

**Details of recording(s) requested**

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| --- | --- |
| **Date of Incident** |  |
| **Approximate Timeframe** |  |
| **Specific location on campus for which a recording is requested.** |  |
| **Any other relevant information**  |  |

**Request, confirmation & signature**

I formally request that Dublin City University provide a copy of the CCTV recording(s) detailed above. I confirm that I am investigating a criminal matter and that I am making this request under Section 41 (b) the Data Protection Act 2018.

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| **Garda’s Signature**  |

**University Contact Details**

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| --- | --- |
| **Address** | Security, Estates Office, Dublin City University, Glasnevin, Dublin 9 |
| **Email** | helpdesk.estates@dcu.ie |
| **Phone #** | 01 7005142 or 01 7005362 |

**Document Version Control**

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| **Document Name** | Garda Request for CCTV Recording(s) |  |
| **Version Reference** | Version 2.0 |
| **Document Owner** | Office of the Chief Operations Officer |
| **Approved by** | Data Protection Officer |
| **Date** | 25th May 2018 |

**End.**