

PUBLIC PROTECTION SERVICE

Warrington BC, Families & Wellbeing, New Town House, Buttermarket Street, Warrington WA1 2NH Tel 01925 442658

CCTV TAXI DOWNLOAD REQUEST

The requesting Law Enforcement Agency must fully complete Section A of this form then submit it to Warrington BC Licensing Section electronically to taxicomplaints@warrington.gov.uk

SECTION A

FLARE REF:

Name & Rank of Requesting Officer			Signature	
Organisation Name & Address				
Email		Tel No		
Name & Rank of Authorising Officer		Date		
Legal Gateway Used to Request CCTV Download: please specify DPA or Powers				
Data Protection Act 2018	This is an information request for disclosure of personal data and the processing of personal data pursuant to this request under the exemption set out at Schedule 2, Part 1 Section 2 of the Data Protection Act 2018. I am making enquiries which are concerned with: <i>(tick as appropriate)</i>			
	<input type="checkbox"/> The prevention or detection of crime. <input type="checkbox"/> The apprehension or prosecution of offenders.			
Investigatory Powers	Please state the specific section of the Act or Regulation being relied upon:			
Your Investigation Reference Number		Date & specific time of the incident		
Alleged criminal offences / policy breach under investigation with any specific information to assist in identifying the required footage.				
<i>The Council will ONLY download the available footage on the CCTV system on the date and between the times you specify below.</i>				
Date from which the footage is to be download		Download Start Time:		
		Download End Time:		
Taxi Vehicle & Driver Details				
Vehicle Registration Number		Taxi License Plate Number		
Vehicle Make and Model		Vehicle Colour		
Private Hire Vehicle	YES / NO <i>Please specify</i>	Hackney Carriage Vehicle	YES / NO <i>Please specify</i>	
Taxi Driver Name		Taxi Drivers Licence Badge ID Number		
Taxi Drivers Contact Details				
Taxi Vehicle Proprietor Contact Details				
For Private Hire Vehicles please state the operator				

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SECTION B

WBC Authorising Officers Decision Record				
Data will only ever be downloaded on four occasions				
(i) where a crime report has been made involving the specific vehicle and the Police or LEA have formally requested that data or, (ii) when a substantive complaint has been made to the licensing authority regarding a specific vehicle / driver, (iii) where a Data request is received from an applicant that has a legitimate requirement to have access to the data requested to assist them in an investigation that involves a licensed vehicle or driver. (iv) Subject Access Request compliant with the Data Protection Act.				
Officer Name & Rank				
Outline the decision rationale:				
Download Authorised	YES/ NO	Decision Date		Officer Tasked with Download

SECTION C

Downloading Officer Record				
Officer Name & Rank				
CCTV Make & Model				
Date of Download		CCTV Clock Time Start		CCTV Clock Finish Time
Record any technical issues with the download				
Is the alleged incident captured on CCTV?	YES / NO	Requesting LEA Officer advised of download outcome		
Date / Time Requesting Officer Views Footage		Copy of Footage Required for Evidential Purposes		YES / NO
Is a further CCTV Taxi Download Form needed?	YES / NO	Reason for further request		

SECTION D

CCTV Release				
The LEA Officer signing this form confirms that the disc containing the CCTV footage will be stored securely; will ONLY be retained for the period that it is required during any criminal or civil proceedings and during any appeal period once this has lapsed it will be securely disposed of. The LEA receiving the CCTV footage now assumes the responsibilities for the data and Warrington BC are no longer responsible for the retention or destruction of the CCTV footage.				
Officer Name & Rank				
Signature of Officer		Date & Time Disc(s) handed over		
Number of Discs		S9 Provided by WBC Officer	YES / NO	Date Footage Deleted