

CCTV Footage Requests

You have the right to request CCTV footage of yourself under Article 15 of the General Data Protection Regulation (GDPR).

Please note:

- We cannot release CCTV footage following a Subject Access Request where third party individuals can be identified unless those parties have consented to the disclosure.
- CCTV footage is held by BHNFT for a period of 31 days only. Any footage requested beyond this time limit will not be available.
- CCTV footage cannot be used to resolve parking disputes or matters such as lost property.
- We may refuse to provide footage to you whereby doing so would be likely to prejudice the:
 - prevention and detection of crime
 - apprehension and prosecution of offenders.

To make a CCTV request

If you require CCTV footage of yourself where you are present and identifiable, which may have been captured by cameras owned by the Trust, please provide the following identifying information, where applicable, to assist us to identify the footage you require:

- the date and time of the requested footage
- the precise location of the requested footage
- a description of yourself and clothing worn at the time of the incident to aid the CCTV operators to locate footage of you
- any further descriptive details you feel are relevant to your application.

You will be required to provide two forms of identification; one of which must be photographic evidence. This could be in the form of a current passport or driving licence. The second form of identification should confirm your address and could be in the form of a recent utility bill.

We would normally respond to your request within one month unless the request is complex, if so, we may extend the time for a response by a further two months and inform you in writing. The statutory timeframe for response does not commence until the Trust is satisfied with your identity.

Requests should be made by email to information.governance@nhs.net or in writing to Information Governance Team, Barnsley Hospital NHS Foundation Trust, Gawber Road, Barnsley S75 2EP

If no data is held with regard to your request, or the data falls into a category exempted from disclosure, you will be notified in writing of this.

There is no charge for processing a Subject Access Request, however, where the request is manifestly unfounded or excessive; we may charge a reasonable fee for

the administrative costs of complying with your request. If a fee is applicable you will be advised accordingly.

Please note, if you have:

been the victim of a crime

been involved in a road traffic collision

We are unable to accept Subject Access Requests in these instances, as we would only be able to provide images of you and not of third parties.

If you have been the victim of a crime, or it is a crime-related incident, you should report the matter to the Police by calling either 999 in an emergency or 101 in a non-emergency. The Police can make a request direct to us to view our footage and, if held, it will be provided to the Investigating Officer.

If you have been involved in a road traffic collision or incident without Police involvement, then you should contact your insurance company or solicitor to request the footage under Schedule 2, Part 1(5) of the Data Protection Act 2018.

CCTV footage requests from insurance companies or legal representatives

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 - prevention and detection of crime
 - apprehension and prosecution of offenders.

If you require assistance with your application or have any queries then please contact the: Data Security and Protection Team information.governance@nhs.net or in writing to Information Governance Team, Barnsley Hospital NHS Foundation Trust, Gawber Road, Barnsley, S75 2EP.