

## CCTV Form 2: Request for copies of CCTV images by the Police, or as part of legal proceedings or as required by a Court Order

You may wish to complete this form in conjunction with the Head or Deputy Head Porter or Archivist. Please note the College retains its CCTV footage for 30 days only.

The completed form should be returned to the Head Porter at [head.porter@murrayedwards.cam.ac.uk](mailto:head.porter@murrayedwards.cam.ac.uk) or Murray Edwards College, Cambridge, CB3 0DF.

### 1. Your details

Name:

Address:

Postcode:

Telephone number:

Email address:

Identification number (police):

### 2. Details of images required

(Please include the date, time window, and details of the camera location(s))

### 3. Declaration

I confirm I require the above described footage as part of ongoing police investigations or as part of legal proceedings.

Signed

Name

Date

#### 4. Receipt of images

I confirm I have received the above described footage as part of ongoing police investigations or as part of legal proceedings.

Signed

Name

Date

Name of College employee supplying the images:

*For Office Use:*

Date request received	Images located	Images removed to avoid overwriting
	YES / NO	YES / NO
2 image sets created	Date images transferred	Date College copy destroyed
YES / NO		