## **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):**

1. **Details of images required**

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

1. **Declaration**

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

**Signed**

**Name**

**Date**

1. **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** |  |  |