In view of the privacy implications of releasing CCTV footage, the following form must be completed, so that we can verify that the request is legitimate and meets the requirements of Data Protection Legislation. Furthermore, we can only provide CCTV footage in respect of those CCTV cameras for which we are the controller of. After reviewing the information provided in this form, we will respond to your request for the CCTV footage as soon as possible and either:

1. make available the requested CCTV footage (where we have a copy of such footage); or
2. where we believe that we are not able to provide the requested footage for legal reasons, or where we are unable to locate the respective footage, then we will inform you of that.

# IMPORTANT: Please note that if you provide false information, that can give rise to civil and criminal liability for you, and you therefore agree that all of the information which you provide is true to the best of your knowledge, and that you are authorised to make this request. By signing this form, you are acknowledging and agreeing to this.

We reserve the right to disclose the information contained within this form, to any law enforcement or Information Commissioner’s Office investigation, or in Court proceedings.

The information in this form may also be shared with our security team, legal advisers and insurers.

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| **1. PERSONAL DETAILS** (We need this information to document who is making this request and  also in case we need to get in touch with you regarding this request) |
| **Applicant’s full name:** |
| **Applicant’s organisation name (if applicable):** |
| **Applicant’s postal address:** |
| **Applicant’s email address:** |
| **Applicant’s phone number:** |
| **2. PURPOSE OF REQUEST (Please tick ONE of the following)** |
| Please note that we are only able to disclose CCTV footage to an individual making a request pursuant to this form, in the following circumstances (and only then, where we are satisfied that the disclosure can be made under the GDPR):  Subject access request  Law enforcement request (ie Police)  Court Order Request |

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| **3. INFORMATION REQUIRED** | |
| **To help us find the CCTV data you require, you must supply the following information:** | |
| Address of the premises where the CCTV is located: | |
| Location/position of the CCTV within the premises (please describe this in words and/or by sketching a diagram): | |
| Date of CCTV footage: | Start time of CCTV footage \*:  \**Please aim to be specific to within 5 minutes* |
| End time of CCTV footage\*:  \**Please aim to be specific to within 5 minutes* |
| Brief description of the individual’s appearance and incident which you are seeking to confirm was captured by CCTV:  A recent photograph may also be required to assist identification of the relevant images. | |
| Any other information that might assist us in finding the information required: | |
| As we are only permitted to provide information relating to third parties in very limited circumstances, please confirm the following if the individual is a third party, rather than the applicant that is completing this form:   * Who is the individual: * Why are you requesting access to that individual’s footage: * Has that third party authorised you to request the CCTV footage featuring the individual: Yes/No\* (\*Delete as appropriate) * If the individual has authorised you to request the CCTV footage, have you attached a copy of the authorisation (together with information to allow us to verify that authorisation, such as name and address and identity information): Yes/No\* (\*Delete as appropriate) * If the individual has not authorised you to request the CCTV footage, please confirm the lawful basis and reason for you being able to request such information: | |
| Do you require a hard copy of the image or would “viewing” the footage be sufficient? | Hard copy\* Viewing \*  *Please note we can only provide the Hard Copy in the formats available from our system. It will be the applicant’s responsibility to ensure they have the correct software available to view the*  *exported footage* |

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| **4. DECLARATION** | |
| I, the above named Applicant, confirm that all of the information I have provided is true to the best of my knowledge. I confirm that I am duly authorised to make this request for the information. I also understand that once I have the respective information, I am responsible for its use in accordance with legal requirements. I am also aware that it is an offence to unlawfully obtain personal data  which is contrary to data protection laws. | |
| **Signed:** | **Date:** |
| 5. **RETURN DETAILS** | |
| After completing the form, please check to ensure that all the information you have provided is accurate.  Please return the application form to: Data Protection Officer ODEON Cinemas  8 First Street 3rd Floor MANCHESTER M15 4RP  Email: [dpo@odeonuk.com](mailto:dpo@odeonuk.com) (UK)  [dpo@odeoncinemas.ie](mailto:dpo@odeoncinemas.ie) (ROI) | |