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|  | | **CCTV Download Request Protocol for  CCTV Cameras**  **between**  **An Garda Síochána & Kildare County Council** |  | |
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* **Request Form:** The attached template “CCTV Download Request” Form must be completed by the member of An Garda Síochána, (the contact details header for relevant Garda District to be added to the Request Form by Gardai). This must include the relevant camera number(s)/location and PULSE Incident No. to ensure that the download is linked to a criminal investigation, as required by Section 41 Data Protection Act, 2018
* **Authorisation:** The request form must be signed by a member of Superintendent or Inspector rank to authorise the request.
* **Transmission to KCC:** The signed form will be scanned and emailed from the relevant District Office to [dataprotection@kildarecoco.ie](mailto:dataprotection@kildarecoco.ie) with a record of the requests being maintained at each Garda District Office.
* **Transfer of Data:** The requesting member may then liaise with KCC to take collection of the CCTV and is responsible for the safe retention and storage of the footage. Under Kildare County Council‘s Data Protection Policy any CCTV files transferred internally/externally within the organisation must be transferred on an encrypted device/hard drive.   
  The collection of footage by Gardai may be from Authorised Staff in the relevant Department or the Data Protection Officer (DPO). Where collection is not from the DPO an email confirming the release of CCTV will be sent to [dataprotection@kildarecoco.ie](mailto:dataprotection@kildarecoco.ie) in order that the Data Access Log can be maintained.
* **Post transfer of Data from KCC:** Following transfer of data from KCC to Garda encrypted device an internal Garda log will be maintained at each District Office recording where the data was stored within the Garda Station (i.e.: transferred from encrypted hard device to PC reference no.)and when it was deleted /transferred to an additional device etc.

An Garda Síochána



**Date:-**

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**Request for CCTV Footage from Kildare County Council.**

**This information is sought as part of an ongoing criminal investigation and this request is being made pursuant to Section 41 of the Data Protection Act 2018.**

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| **Requesting Garda** | **Reg. No.** | **Rank** | **Station** | **Phone No.** | **Email** |
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**Purpose of Request:-**

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| --- | --- |
| **Pulse Incident No.** | **Crime / Type**  **(E.G. Burglary / Theft)** |
|  |  |

**Garda Member Authorising – Inspector or Superintendent**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Rank** | **Station** | **Email** | **Signature** |
|  |  |  |  |  |

**Details of Footage Required**

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| --- | --- | --- | --- | --- |
| **Location (please be specific)** | **Start of Footage Required** | | **End of Footage Required** | |
| **Date** | **Time** | **Date** | **Time** |
|  |  |  |  |  |
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**Requests must be signed by Superintendent / Inspector, scanned at District Office and emailed to** dataprotection@kildarecoco.ie