

Dear

I acknowledge receipt of your request for information about you as an individual which may have been recorded on CCTV cameras by Newcastle City Council. Your request has been passed to the relevant CCTV Data Controller who will contact you to inform you of the outcome of your request.

Newcastle City Council makes use of CCTV cameras in public places to prevent and detect crime, and to protect public safety. All information that is recorded is retained for a period of a maximum of 28 days and is treated as confidential. We have strict procedures relating to tape management and disclosure of information.

Your request for information is being handled by our CCTV Data Controller who will make a decision based upon your request against criteria laid down by the Data Protection Act. We may consider a refusal should the information disclose details of another third party and this third party has not consented to disclosure, when the information pertains to any criminal act or any information that would prejudice the prevention and detection of crime or apprehension and prosecution of offenders. If your request for information is refused we will fully explain the reasons to you.

If you are unhappy with this decision, you can invoke the City Council's complaints procedure by writing to Complaints at Newcastle, Newcastle City Council, Civic Centre, Newcastle upon Tyne, NE1 8QH.

Alternatively you can write to the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Tel: 0303 1231113
E-mail: mail@ico.gsi.gov.uk

Yours sincerely