



Section 2- Details of the personal data request				
Camera Number	Location	Date	Start time of requested footage	End time of requested footage

Section 3- Purpose of personal data disclosure
Please use this section to fully explain why the requested footage is required and what it will be used for. Please note that if this explanation is not descriptive enough or not deemed essential the request may be rejected



#### Section 4- Details of the personal data request

If you believe that London Luton Airport Operations Ltd is under a legal obligation to disclose the personal data please state this below e.g. citing a statutory obligation, rule of law, order of a court.

If you believe an exemption to the Data Protection Act 2018 and/or General Data Protection Regulation 2016/679 can be applied by London Luton Airport Operations Ltd to allow the personal data to be disclosed lawfully please state the applicable exemption and also why the exemption applies here, e.g. crime/prevention detection and a failure to disclose the images would be likely to prejudice the prevention or detection of crime or the collection or assessment of a tax or duty. Where relevant, please provide details of the suspected offence being investigated and a crime reference number.

#### Section 5- Declaration

You certify that the information given in this application form to London Luton Airport Operations Ltd is accurate and complete. You confirm that the personal data disclosed will not be used in any way that is incompatible with the purpose for which it is being disclosed. You acknowledge that if consent is given by London Luton Airport Operations Limited to disclosure of the personal data requested, such consent is conditional on the statements made by you in this form being accurate and complete. Any consent provided by London Luton Airport Operation Ltd to the disclosure of personal data shall be deemed to have not been given, and in any event immediately withdrawn, if any information in this form provided by you is inaccurate or incomplete. You understand that without such consent you may be committing an offence under Section 170 of the Data Protection Act 2018 if you obtain and/or retain the personal data requested.

Signed.....

Date.....

#### Section 6- Contact Details

Please email completed form to:

[CCTVenquiries@ltn.aero](mailto:CCTVenquiries@ltn.aero)

Alternatively send a completed paper copy to to:

CCTV Enquiries , London Luton Airport Operations Limited, Navigation House, Airport Way, Luton, Beds. LU2 9LY

#### Office use only- Approval

Disclosure of personal data- Please tick	Approved		Declined	
Name:				
Signature				
Position:		Date:		
If declined state reason:				