From:
To: University of Oxford, Security Services, CCTV Operations Manager

**Purpose of request:** Prevention or detection of crime/ apprehension or prosecution of offenders/ assessment or collection of tax, duty or imposition of a similar nature*

Please provide a CD-Rom/DVD/USB copy/still image* in respect of the following:

<table>
<thead>
<tr>
<th>Location(s):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s):</td>
<td>Time(s):</td>
</tr>
<tr>
<td>Description of incident/person(s) involved:</td>
<td></td>
</tr>
</tbody>
</table>

Signed: Rank:  
Name: Rank:  
Authorising Signature:  
(Supervisor) Rank:  
Name: Date:  

**Office Use Only**

C&C Incident Log number:

I hereby authorise/refuse* the disclosure of a CD-Rom/DVD/USB/still image* in relation to the above location(s), date(s) and times.

**Reasons for refusal**

Signed: Date:

*Copies of downloaded images are not retained by OUSS and the Data Protection Act responsibilities for these images transfers to the collector who has signed and dated below.

Name: Rank:  
Signed: Date:  

*Delete as Appropriate