



Agriculture and Rural Payments Agency (ARPA) - Security Policy for access to CCTV footage

Scope

In line with the CCTV Surveillance Cameras Policy for the **Agriculture and Rural Payments Agency (ARPA)** the scope of this policy is to outline and undertake the procedure implemented with regards to requests of access to CCTV by any individual or entity which for a specific reason would need such data. Any internal access to visual images by the Agriculture and Rural Payments Agency (ARPA) or any disclosure of such images further to a request by a law enforcement authority or by the data subject shall be logged and kept as evidence.

Request for CCTV footage

All forms submitted must be sent via email to ARPA's data protection officer at dpo.arpa@gov.mt . ARPA CCTV footage has a retention period of 14 days, therefore one needs to submit the request within the 14 days of the incident to allow for such request to be processed in time.

Note: ARPA must be satisfied that all requests are genuine and that persons making a request understand their legal obligations in relation to possessing and making use of images recorded on the ARPA's CCTV system.

When submitting a request, one should also be aware that the copyright of all images remains with ARPA and images may not be published or otherwise shown without the specific written permission from ARPA.





Request for CCTV footage Form

Details of Requestor;

Name	
Address	
Email	
Telephone	

Details of footage data being requested

I/we understand that you manage and maintain a CCTV camera system within the following area:

Enter details of area i.e: Main Offices ARPA.	
--	--

I/we require footage of the camera or cameras that have been recorded at the following location:

Enter details of location i.e: Information identifying a specific location	

The information I/we require is of footage that was recorded on the following date and time/s:

	Day	Date	Time
Enter details of day, date and any timings that are relevant.			





In particular I/we am/are interested in footage that contains the following information:

Enter details of incident.	

In order to assist you in locating the information I/we am/are providing the following supplementary details:

Enter any other relevant information that you feel may assist us to locate the information you have requested.	

Declaration and Agreement

I certify that I/we am/are;

Requesting this information on behalf of

..... **or,**

Requesting this information, on behalf of myself, in relation to proceedings.

.....

I understand that the copyright of the images remains with the ARPA, and the images are only released for use in relation to the legal proceedings stated on this form.

I undertake that the images will not be released to the media or persons with no relevant interest in the intended proceedings without the express written permission of ARPA.

By signing this declaration and Agreement I acknowledge that I fully understand that I may commit an offence under the Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679 (GDPR) if I have stated a falsehood or do not fulfil the obligations as a Data Controller.”

Signed..... Date.....

