

Data Subject Rights & Footage Request Procedure

USCN-PRO-002 • Version 0.1 working template • Prepared 19 October 2026

Document status	WORKING TEMPLATE — not formally approved or executed
Controller	UK Safety Camera Network Ltd (USCN)
Data protection contact	data.protection@datahandling.uscn.org.uk
Postal contact	124 City Rd, Islington, London, EC1V 2NX
Source policies	USCN-POL-001 to 006; USCN-LIA-001 (approved 19 October 2026)
Important	No operationally commissioned cameras confirmed. No supplier processor status or international transfers verified.

Receive and triage

Requests may arrive through data.protection@datahandling.uscn.org.uk or other USCN channels. Record date received, requester, request type, relevant camera/time, and any identity/authority verification required.

Distinguish subject access from police/law-enforcement disclosure, host incident enquiry, preservation request and informal request; each has different grounds and restrictions.

Search and decision

DPO authorises access and disclosure under POL-002; search only proportionately; secure original footage; redact third-party images on copies where required.

For subject access requests, apply the statutory deadline (normally one calendar month), any lawful extension or pause rules, exemptions and response requirements; do not assume every request is granted.

Log search scope, outcome, exemptions, recipient, legal basis, disclosed copy and secure transfer method.

Retention and closure

Record lawful hold authorisation and review date; do not extend routine 31-day overwrite by default. Confirm response date, complaint route and audit trail.