

# CCTV Redaction Request Form

Please complete the below in **BLOCK CAPITALS** using black ink.

## Section 1 - Details of the Company that have received the request from the Subject

Organisations Name

Address



Post Code

Contact Name

Phone Number

Email

## Section 2 - Details of the Subject making the request

Name

Description of subject including gender, height, build, hair colour, clothing and any distinguishing details.





Tick if photo ID is attached\*

\* A screen shot is always very helpful, even if is taken using a smartphone. It will allows us to locate the Subject quickly saving us time and you money.

## Section 3 - Details of the CCTV footage requested by the Subject

Date & time the Subject appears on the footage & cameras that they are visible on.





Incident Details if Applicable.




## Section 4 - Details of the media the CCTV footage is supplied on

Media Type e.g. DVD, Memory Stick etc.

Qty.

Serial No(s) / Identifying Marks

## Section 5 - Non Disclosure Agreement

This Agreement is entered into effective as of

Date

between

Your company name

(the "Company") and VeriFi CCTV Limited. ("Recipient").

The Recipient will provide the Company in connection with CCTV Video Editing Services, and for that purpose the Company may make certain Confidential Information (as defined below) available to the Recipient (the "Purpose"). As a condition to, and in consideration of, the Company's furnishing of Confidential Information to the Recipient, the Recipient agrees to the restrictions and undertakings contained in this Agreement.

Recipient agrees that all information disclosed by the Company to Recipient, including any such information disclosed prior to the date of this Agreement, and including without limitation information acquired by Recipient in writing, orally or by inspection of the Company's property, relating to CCTV recordings and confidential information disclosed to the Company by third parties, and other data, whether oral, written, graphic, or electronic form shall be considered "Confidential Information". However, Confidential Information shall not include information which, as Recipient can prove in written evidence, (i) is now or subsequently becomes generally known or available by publication, commercial use or otherwise, through no fault of Recipient, (ii) is known by Recipient at the time of disclosure, or (iii) is lawfully obtained by Recipient without violation of a confidentiality obligation.

Recipient agrees (i) to use Confidential Information solely for the Purpose; (ii) to use all possible means to maintain the Confidential Information in strict confidence, and at least those measures that it employs for the protection of its own confidential information, but in any event not less than a reasonable degree of care, (iii) to disclose Confidential Information only to Recipient's employees who are required to have the information for the Purpose and have previously signed an agreement in content similar to the provisions hereof; and (iv) to immediately notify in writing the Company in the event of any unauthorised use or disclosure of the Confidential Information. Recipient shall not export or reexport or otherwise transmit, directly or indirectly, any Confidential Information, or the direct product of Confidential Information.

Recipient agrees to return to the Company immediately upon the Company's written request all documents and other tangible objects containing or representing the Confidential Information and all copies there of which are in the possession of Recipient, including but not limited to all computer programs, documentation, notes, plans and drawings, and any reports, presentations, memorandums and other similar work made by Recipient in connection with or relating to the Company or the Confidential Information. With respect to Confidential Information stored in electronic form, Recipient shall delete all such Confidential Information from its systems and shall confirm in a writing signed by an authorised representative of Recipient, that all Confidential Information has been deleted.

Recipient hereby acknowledges that unauthorized disclosure or use of Confidential Information could cause irreparable harm and significant injury, which may be difficult to ascertain. Accordingly, Recipient agrees that the Company shall have the right to seek and obtain immediate injunctive relief from breaches of this Agreement, in addition to any other rights and remedies it may have.

Recipient's obligations hereunder shall survive termination or expiration of this agreement until such time as all Confidential Information disclosed hereunder becomes publicly known and made generally available through no action or inaction of Recipient.

This Agreement shall bind and inure to the benefit of the parties hereto and their successors and assigns, except that Confidential Information and the rights and obligations under this Agreement may not be assigned by Recipient without prior written consent of the Company. This document contains the entire agreement between the parties with respect to the subject matter hereof, and may not be amended, nor any obligation waived, except by a writing signed by both parties hereto. Any failure to enforce any provision of this Agreement shall not constitute a waiver thereof or of any other provision.

### UNDERSTOOD AND AGREED:

Company

Signature

Name

## Section 6 - Send copies of your footage with this form and any other accompanying documentation to:

VeriFi FMS  
15 Glasshouse Studios  
Fryern Court Road  
Fordingbridge  
Hampshire  
SP6 1QX