

## **S41B CCTV Template:**

This form must be completed by a member of An Garda Síochána requesting copies of CCTV from Gas Networks Ireland in relation to a **specific criminal investigation**. The form must be signed by the **Chief Superintendent** of the requesting Garda's Station or Inspector rank to authorise the request. Please copy the below details to **Gardai headed paper** and submit either via post or email.

**To:** The Data Protection Officer,  
Gas Networks Ireland Networks Services Centre,  
St. Margarets Road Finglas,  
D11 Y895

Email: [dataprotection@gasnetworks.ie](mailto:dataprotection@gasnetworks.ie)

### **Re: Request for CCTV under S.41B Data Protection Act 2018**

Dear DPO,

My name is Garda [insert name] from [station name]. With reference to above, CCTV footage is required from [insert exact location e.g. the full address including Eircode of the actual site where the footage is to be taken from] and [insert start date & time of footage required & end date & time of footage required]. [Details of request and summary of the investigation to be inserted here].

I confirm that the above information required from Gas Networks Ireland is for a purpose as outlined in **Section 41** of the Data Protection Act 2018 (please tick the correct box below).

**Section 41:** Without prejudice to the processing of personal data for a purpose other than the purpose for which the data has been collected which is lawful under the Data Protection Regulation, the processing of personal data and special categories of personal data for a purpose other than the purpose for which the data has been collected shall be lawful to the extent that such processing is necessary and proportionate for the purposes

- (a) of preventing a threat to national security, defence or public security,
- (b) of preventing, detecting, investigating or prosecuting criminal offences, or
- (c) set out in paragraph (a) or (b) of section 47.

**If your request relates to more than 3 hours of CCTV footage justification must be given:**

Justification: \_\_\_\_\_

*I hereby confirm that the requested information will be processed only in accordance with the data protection fair processing principles as set out in the (EU) General Data Protection Regulations and the Data Protection Acts 1998-2018 and will not be further processed for any purpose other than that for which it was obtained.*

Signature of requesting Garda: \_\_\_\_\_

Requesting Garda Badge ID number: \_\_\_\_\_

Rank: \_\_\_\_\_

Station address: \_\_\_\_\_

Requesting Garda phone number: \_\_\_\_\_

Requesting Garda email address: \_\_\_\_\_

Dated: \_\_\_\_\_

**Signature of Chief Superintendent:**

---

**Transfer of CCTV Footage:** Once this form is completed to the satisfaction of the Data Protection Officer, the requesting Garda may liaise with GNI Security to take collection of the CCTV and is responsible for the safe retention and storage of the footage. The CCTV files will be transferred on an encrypted device/hard drive. Upon collection of the footage, the requesting Garda will be required to sign acknowledgment of receipt (please see acknowledgment form below).

# **S41B Request Template (for all other information excluding CCTV)**

This form must be completed by a member of An Garda Síochána requesting copies of information regarding Gas Networks Ireland customers in relation to a **specific criminal investigation**. The form must be signed by the **Chief Superintendent** of the requesting Garda's Station or Inspector rank to authorise the request. Please copy the below details to **Gardai headed paper** and submit either via post or email.

**To:** The Data Protection Officer,  
Gas Networks Ireland Networks Services Centre,  
St. Margarets\_Road Finglas,  
D11 Y895

Email: [dataprotection@gasnetworks.ie](mailto:dataprotection@gasnetworks.ie)

Re: Request for [insert what the request is e.g. customer name, address, contact details, GPRN please be very specific as request for 'all customer data' may not meet the proportionality test under GDPR] under S.41B Data Protection Act 2018.

Dear DPO,

My name is Garda [insert name] from [station name]. With reference to above, [Insert details of request e.g. Account holder details for [name of address] between the 01/01/23 and the 01/01/24] Please also include a summary of the investigation here (e.g., fraud, welfare, trafficking etc., and please advise if the information is time sensitive)].

I confirm that the above information required from Gas Networks Ireland is for a purpose as outlined in **Section 41** of the Data Protection Act 2018 (please tick the correct box below).

**Section 41:** Without prejudice to the processing of personal data for a purpose other than the purpose for which the data has been collected which is lawful under the Data Protection Regulation, the processing of personal data and special categories of personal data for a purpose other than the purpose for which the data has been collected shall be lawful to the extent that such processing is necessary and proportionate for the purposes

- (a) of preventing a threat to national security, defence or public security,
- (b) of preventing, detecting, investigating or prosecuting criminal offences, or
- (c) set out in paragraph (a) or (b) of section 47.

*I hereby confirm that the requested information will be processed only in accordance with the data protection fair processing principles as set out in the (EU) General Data Protection Regulations and the Data Protection Acts 1998-2018 and will not be further processed for any purpose other than that for which it was obtained.*

Signature of requesting Garda: \_\_\_\_\_

Requesting Garda Badge ID number: \_\_\_\_\_

Rank: \_\_\_\_\_

Station address: \_\_\_\_\_

Requesting Garda phone number: \_\_\_\_\_

Requesting Garda email address: \_\_\_\_\_

Dated: \_\_\_\_\_

**Signature of Chief Superintendent:**

---