

POSITIVE SERVICES

The Studio,
Cophthorne Lane,
Fawley,
Southampton,
SO45 1DP



Tel: 023 8089 8741 Fax: 0871 9005 741

Web: www.cctvsigns.co.uk Email: info@cctvsigns.co.uk

Design and production of signage for CCTV & security areas, including adherence to The Data Protection Act

Order Form for DPA Compliant CCTV Signs

Operator details	Example - The Computer Company		01234 567890	Qty.	Price	Total
Purpose	Example - Images are being recorded for the purpose of crime prevention and detection					
Sign type	PE	Sign material	Yellow Rigid Plastic	Sign size	A3	3 £22 £66
Operator details						
Purpose						
Sign type		Sign material		Sign size		
Sign type		Sign material		Sign size		

Operator details						
Purpose						
Sign type		Sign material		Sign size		
Sign type		Sign material		Sign size		

A4 = 210x297mm A3 = 297x420mm A2 = 420x594mm

Cheque made payable to **Positive Services**

Electronic Payment to **Sort Code 72-00-03 Acc. No 38133984**

Payment via **PayPal** to Paul@CCTVsigns.co.uk

Extras
Delivery
TOTAL

Email (to send proof if writing is not clear)	
Contact	Tel: No.
Company	
Delivery Address	

The Commissioner has provided the following advice on compliance to the code

Appropriately sized signs (at least A3 size) should be placed in and around the area where CCTV cameras are to be located, notifying people of the existence of the cameras. These signs should also identify the owner/operator of the system and the purpose or purposes for which the data may be used so people can exercise their rights under the Act.

The signs should contain the following information:-

- (a) identity of the person or organisation responsible for the scheme
- (b) the purposes of the scheme
- (c) details of who to contact regarding the scheme

The UK Information Commissioner's Office Web Site www.ico.gov.uk