

CCTV – Subject Access Request form

How to Apply For Access To Information Held On the CCTV System

These notes explain how you can find out what information, if any, is held about you on the CCTV System.

Your Rights

Subject to certain exemptions defined in the General data Protection Regulations, you have a right to be told whether any personal data is held about you. You also have a right to a copy of that information in a permanent form except where the supply of such a copy is not possible or would involve disproportionate effort, or if you agree otherwise. NORTH WARWICKSHIRE BOROUGH COUNCIL will only give that information if it is satisfied as to your identity. If release of the information will disclose information relating to another individual(s), who can be identified from that information, the Council is not obliged to comply with an access request unless –

- The other individual has consented to the disclosure of information, or
- It is reasonable in all the circumstances to comply with the request without the consent of the other individual(s) or
- The images that may identify third parties can be obscured in order to protect their privacy

The Council will endeavour to respond promptly to your enquiry and not later than 20 days maximum

The Council's Rights

NORTH WARWICKSHIRE BOROUGH COUNCIL may deny access to information where the Act allows. The main exemptions in relation to information held on the CCTV System are where the information may be held for:

- Prevention and detection of crime
- Apprehension and prosecution of offenders

And giving you the information may be likely to prejudice any of these purposes.

There is no charge for a Data Access Request.

THE APPLICATION FORM:

(N.B. ALL sections of the form must be completed. Failure to do so may delay your application.)

Section 1 Asks you to give information about yourself that will help the Council to confirm your identity. The Council has a duty to ensure that information it holds is secure and it must be satisfied that you are who you say you are.

Section 2 Asks you to provide evidence of your identity by producing TWO official documents (which between them clearly show your name, date of birth and current address) together with a recent full face photograph of you.

Section 3 Asks you to confirm whether you will accept just viewing the information, or if you want a copy of the information.

Section 4 You must sign the declaration

When you have completed and checked this form, take or send it together with the required TWO identification documents and identifying photograph to:

**THE COMMUNITY SUPPORT MANAGER, NORTH WARWICKSHIRE BOROUGH COUNCIL,
SOUTH STREET ATHERSTONE WARWICKSHIRE CV9 1DE TEL: 01827 715341, OR
communitysupport@northwarks.gov.uk**

If you have any queries regarding this form, or your application, please ring the Community Support Manager on 01827 719303

SECTION 1 About Yourself

The information requested below is to help the Council (a) satisfy itself as to your identity and (b) find any data held about you on the CCTV system.

PLEASE USE BLOCK LETTERS

<i>Title (tick box as appropriate)</i>	Mr		Mrs		Miss		Ms	
<i>Other title (e.g. Dr., Rev., etc.)</i>								
<i>Surname/Family Name</i>								
<i>First Names</i>								
<i>Maiden Name/Former Names</i>								
Sex (tick box)	Male			Female				
<i>Height</i>								
<i>Date of Birth</i>								
<i>Place of Birth</i>	Town							
	County							

<i>Your Current Home Address (to which we will reply)</i>		
	Post Code	
<i>Telephone number will be helpful in case you need to be contacted.</i>	Tel. No.	Occupancy Date From:

If you have lived at the above address for less than 10 years, please give your previous addresses for the period:

<i>Previous Address(es)</i>		
Dates of occupancy	From:	To:
Dates of occupancy	From:	To:

SECTION 2 Proof of Identity

To help establish your identity your application must be accompanied by:

TWO official documents that between them clearly show your name, date of birth and current address. For example: a birth/adoption certificate, driving licence, medical card, passport or other official document that shows your name and address.

A recent, full face photograph of yourself.

Failure to provide this proof of identity may delay your application.

SECTION 3 Supply of Information

You have a right, subject to certain exceptions, to receive a copy of the information in a permanent form. Do you wish to:

(a) View the information and receive a permanent copy
If yes please provide an unused DVD – R format DVD

YES / NO

(b) Only view the information

YES / NO

SECTION 4 Declaration

DECLARATION (to be signed by the applicant)

The information that I have supplied in this application is correct and I am the person to whom it relates.

Signed by

Date

Warning – a person who impersonates or attempts to impersonate another may be guilty of an offence.

NOW – please complete Section 4 and then check the 'CHECK' box (on page 5) before returning the form.

SECTION 4 To Help us Find the Information

If the information you have requested refers to a specific offence or incident, please complete this Section. Note if this information is subject to criminal investigations it may not be possible to make it available.

Please complete a separate box in respect of different categories/incidents/involvement. Continue on a separate sheet, in the same way, if necessary.

If the information you require relates to a vehicle, property, or other type of information, please complete the relevant section overleaf.

Were you: (tick box below)

A person reporting an offence or incident

A witness to an offence or incident

A victim of an offence

A person accused or convicted of an offence

Other – please explain full reason for requesting this information	
Exact date(s) and time(s)	
Exact place incident happened	
Brief details of incident	

Before returning this form

Please check:

- *Have you completed ALL Sections in this form?*
- *Have you enclosed TWO identification documents?*
- *Have you signed and dated the form?*

Further Information:

These notes are only a guide. The law is set out in the General Data Protection Regulations , obtainable from The Stationery Office. Further information and advice may be obtained from:

The Office of the Information Commissioner,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.
Tel. (01625) 545745

Please note that this application for access to information must be made direct to NORTH WARWICKSHIRE BOROUGH COUNCIL (address on Page 1) and NOT to the Data Protection Commissioner.

OFFICIAL USE ONLY

Please complete ALL of this Section (refer to 'CHECK' box above).

Application checked and legible?

Date Application Received

Identification documents checked?

Details of 2 Documents (see page 3)

Documents Returned

Member of Staff completing this Section:

Name:

Location

Signature

Date