

Ashford Borough Council CCTV Subject Access Request Form

APPLICATION FORM FOR ACCESS TO CCTV IMAGES

Under the Data Protection Act 1998 you have the right to access personal information held by this Authority about you, the 'data subject'. This also applies to CCTV pictures, if you are the subject, although the costs of supplying this must be proportionate, and you should note that there are some exemptions. (For details of these please contact the Council's Data Protection Officer or see the guidance notes accompanying this form).

If the information is not exempt, you should note that there are certain conditions that you must fulfil if you wish to view or receive a hard copy of recorded pictures. These include supplying proof of your identity (or the identity of a representative whom you have appointed to access records on your behalf). Please complete this form, providing as much information as possible.

PLEASE NOTE THAT RECORDED DATA IS ONLY HELD FOR 31 DAYS BEFORE IT IS DELETED

1. APPLICATION *(please tick)*

- I am making this application about myself – i.e. I am the Data Subject *(please complete part 2 (but **not** part 3), part 4 and the relevant section in part 5).*
- I authorise a representative to deal with this application on my behalf *(please complete parts 2, 3 and 4, and ask your representative to complete the relevant section in part 5)*

2. PERSONAL DETAILS

Title and full name (i.e. forename and surname)	
Address and postcode	
Daytime telephone number	
Mobile telephone number	
E-mail address (if applicable)	
Gender*	
Height*	

* used for identification purposes only

3. REPRESENTATIVE'S DETAILS *(if applicable)*

Title and full name	
Representative's relationship to data subject (solicitor, parent, power of attorney, etc)	

4. INFORMATION REQUIRED

To help us find the CCTV data you require, please complete the following section

Date:		Time:	
Location:			
Description of Incident: (include sufficient information to enable identification of the data subject – i.e. a full description including clothing and/or a photograph, if possible)			

5. DECLARATION

I confirm that this is all of the personal data to which I am requesting access and which is held by the authority for its purposes. I also confirm that I am the Data Subject and not someone acting on his/her behalf.*

Signed _____ Mr/Mrs/Ms/Title Date _____

or

I confirm that I am acting on behalf of the data subject and have submitted proof of my authority to do so.*

Title & full name			
Address and postcode			
Tel No.		E-mail address	
Signed		Date	

* *Delete as applicable*

6. FEE AND PROOF OF IDENTITY

Under the Data Protection Act 1998 we are entitled to charge a small administration fee of £10 for processing your application. This fee is non-refundable, even in the event that there is no relevant information. Please enclose your cheque, made payable to Ashford Borough Council.

We also require evidence that you are who you say you are and we need to be satisfied that your enquiry is not vexatious or malicious. Therefore please enclose copies of at least **two** proofs of identity, such as: a birth/adoption certificate, a current driving licence, a valid passport, a recent utility bill. One of the documents must contain a photo image and one must clearly show your name, date of birth and current address. Documentation must be original: photocopies will not be accepted.

If you are applying on someone else's behalf, please enclose proof of identity for both the data subject and yourself as well as documented authority to act on the Data Subject's behalf (i.e. a signed and dated letter from the person who is authorising you to act on his/her behalf).

Failure to comply will either delay your request or will mean that it is refused.

7. RETURN ADDRESS

After completing the application form, please check to ensure that all the information you have provided is accurate and all required documents and the fee are enclosed. Please return the application form to:

CCTV Business Manager
Ashford Monitoring Centre
Ashford Borough Council
Civic Centre
Ashford Kent TN23 1PL
01233 642095*

***Please note that all calls to Ashford Monitoring Centre are recorded**

Ashford Borough Council is committed to the principles defined in the Data Protection Act 1998. Information on this document will, therefore, be used only for the purposes described above. We may store the data in manual or electronic form, but only for as long as we are required to do so by law.