



## CCTV Subject Access Request Form Data Protection Act 1998

This form is used to confirm the identity of the data subject, the identity of any representatives if applicable, and for you to tell us what footage you require. Please complete this form providing as much detail as possible to help the council to identify and locate the information requested. An asterisk (\*) indicates a required field, as without these the council will be unable to process your request. Please complete it and send it to the address at the end of the form.

Please be aware that in line with current legislation, Rushmoor Borough Council can charge a fee for this service. This fee is set at £10.00.

### 1. Details of data subject (person in the footage)

Title	
*First Name	
*Surname	
*Date of Birth	
*Postal Address	
*Previous Addresses if you have lived at the address for less than 5 years	
Telephone Number	

## 2. Details of Request

\*Please tell us clearly, what information you would like to request. Be as specific as possible so that we can make sure that you receive the information you require.

\*Location of Incident(s)

\*Date of Incident

\*Time of Incident

\*How can you be identified (eg clothing, height, build, hair colour etc)

\*Brief Details of the Incident

### 3. Details of Applicant

#### **PART 1**

Are you the data subject (the person in the footage)?

Yes?  If you are the data subject we will need to verify your identity. Please supply photographic evidence to support this (eg photocopy of passport, driving licence etc).  
**[PLEASE SIGN THE DECLARATION ON THE NEXT PAGE]**

No?  If you are not the data subject we will need to ensure that you are acting on behalf of the data subject with their written authority. Written authority must be enclosed with this request form together with evidence of your identity and that of the data subject.  
**[PLEASE NOW COMPLETE PART 2]**

#### **PART 2**

**If you are not the data subject, then please complete this section, otherwise proceed to the declaration.**

*Name	
*Organisation (if applicable)	
*Address	
Email Address	
*Relationship to the data subject	
Telephone number	
<b>*Written Authority enclosed</b>	

### 4. How would you like to receive this information?

We normally provide copies of CCTV footage on a DVD. Please could you state how you would like to receive the requested information?

Come in to collect DVD

Sent by Post

## 5. Declaration

**To be completed by all applicants. Please note that any attempts to mislead may result in a prosecution under section 55 of the Data Protection Act 1998**

\*I (name) \_\_\_\_\_ certify that the information given on this subject access request form to Rushmoor Borough Council is true to the best of my knowledge. I understand that it is necessary for Rushmoor Borough Council to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct data. I understand that the information given on this form may be passed to the relevant departments in order to locate the data, but it will not be used for any unrelated purpose nor shared with any other organisation.

Please note that in the event that information supplied would seriously prejudice the prevention or detection of crime, Rushmoor Borough Council have the right under the Data Protection Act 1998 to refuse request for access.

Rushmoor Borough Council has 40 calendar days from the receipt of the £10 fee to respond to this request.

The footage requested may relate to a third party, where this is the case that data may have the third party information removed.

\*Signature:

\*Date:

Please return this form to:

CCTV Manager  
Rushmoor Borough Council  
Council Offices  
Farnborough Road  
Farnborough  
GU14 7JU

Or if you wish to bring proof of identity in to the Council Offices, please contact:

01252 398183

[Rushmoor.hartcctv@rushmoor.gov.uk](mailto:Rushmoor.hartcctv@rushmoor.gov.uk)

Please remember to enclose the £10.00 fee (cheque payable to Rushmoor Borough Council) and proof of your identity.

**Before returning this form:**

- Have you completed all sections in the form?

**Please check:**

- Have you enclosed TWO identification documents?
- Have you signed and dated the form?
- Have you enclosed the £10.00 (ten pounds) fee?

**Further Information**

These notes are only a guide. The law is set out in the Data Protection Act 1998, obtainable from the stationary office. Further information and advice may be obtained from:-

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 01625 545745

Please note that this application for access to information must be made to Rushmoor Borough Council and **NOT** to the Data Protection Office.

**OFFICIAL USE ONLY**

<b>Application checked &amp; legible</b>			
<b>Identification documents checked</b>			
<b>Details of 2 Documents</b>			
<b>Date Application Received</b>			
<b>Fee Paid</b>			
<b>Method of Payment</b>			
<b>Receipt No'</b>			
<b>Documents Returned</b>			
<b>NAME</b>		<b>DATE</b>	
<b>SIGNATURE</b>		<b>LOCATION</b>	