



CCTV Subject Access Request Form Data Protection Act 2018

Under the Data Protection Act 2018 an individual has the right to request a copy of any personal information held about him/her, whether hard copy, electronic or CCTV.

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.

Rushmoor Borough Council is the data controller for the personal information you provide on this form. You can contact the Council by phone on 01252 398399, via email at communitysafety@rushmoor.gov.uk or by writing to us at Council Offices, Farnborough Road, Farnborough GU14 7JU. You can contact the Council's Data Protection Officer at data.protection@rushmoor.gov.uk

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	
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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)	
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*Date of Incident	
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*Time of Incident	
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*How can you be identified (eg clothing, height, build, hair colour etc)	
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*Brief Details of the Incident	
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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	
*Written Authority enclosed	

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.

*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 2018 to refuse request for access.

Rushmoor Borough Council has 40 calendar days from the receipt of this notification 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:

Community Safety Manager
Rushmoor Borough Council
Council Offices
Farnborough Road
Farnborough
GU14 7JU

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

01252 398399

communitysafety@rushmoor.gov.uk

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?

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

Application checked & legible			
Identification documents checked			
Details of 2 Documents			
Date Application Received			
Privacy notice provided			
Method of Payment			
Receipt No'			
Documents Returned			
NAME		DATE	
SIGNATURE		LOCATION	