

Stanford Rivers Parish Council
CCTV – Subject Data Request - request CCTV footage of yourself

You have the right to request CCTV footage of yourself.

You will need to make a request to the owner of the CCTV system (in this case Stanford Rivers Parish Council). You can do this either in writing or verbally.

You need to advise the Parish Council that you're requesting information held about you under data protection law. The Information Commissioner's Office (ICO) has guidance about getting copies of your personal data (www.ico.org.uk).

You will need to provide information to help the Parish Council identify you, for example:

- a specific date and time
- proof of your identity
- a description of yourself

The CCTV owner must usually provide the footage free of charge within 1 calendar month.

The CCTV footage is deleted approximately 21 days after it's recorded, however this can vary.

The CCTV owner might not be allowed to share any footage if:

- other people can be seen in it
- they're not able to edit out people to protect their identity

The CCTV owner can invite you to a viewing of the footage if:

- they're unable to provide you with the footage itself
- you agree to that arrangement

They can refuse your request if sharing the footage could put an ongoing criminal investigation at risk.

A copy of a Subject Access Request form can be found below. Completed requests should be sent to the address below.

The CCTV Owner will comply with the requirements of the Data Protection Act.

Stanford Rivers Parish Council
c/o Ware Farm
The Street
High Roding
Essex CM6 1NT
Email: clerk@stanfordrivers-pc.gov.uk

Section 1 - About Yourself

The information requested below is to help the council to satisfy itself as to your identity and find any data held about you.

Your Title (Mr, Miss, Ms, Mrs, Dr)	
Surname / Family Name	
First Names	
Sex at birth	
Height	
Age	
Home Address (to which we will reply)	
Telephone Number	

Section 2 Proof of Identity

To help establish your identity your application must be accompanied by one official document that clearly shows proves your identify. For example

- Driving licence
- Passport
- Other official document that shows your name and address.

You may provide photocopies of these documents but might be required to produce the original documents at a later stage.

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 want to receive a permanent copy? Yes/No

Section 4 – The Incident / Recording

Are you:

The Victim of an offence Yes/No

A person accused or convicted of an offence Yes/No

Date(s) and time(s) of Incident / Recording	
Exact Location of Incident / Recording	
Details of Incident / Recording (including description of your clothing or any identifying features)	

Section 5 Declaration

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

Signed **Date**.....

Warning – A person who impersonates or attempts to impersonate another may be guilty of an offence. Before returning this form, have you completed ALL sections of this form and enclosed copies of Identification Documents? Have you signed and dated the form? In most cases we will inform you if your request has been granted within 10 working days of the receipt of your subject access request or explain why your request has been denied. If we find the information (data) relevant to your request, we will either supply a written confirmation that your details were captured, or provide this in evidential form. North Weald Bassett Parish Council shall retain the copyright of any data provided. The data shall not be used for Public Entertainment or commercial gain. Further Information - The law is set out in the Data Protection Act, 1998, and further details may be obtained from: The Office of the Information Commissioner Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF TEL. (01625) 545745