



WHITFIELD PARISH COUNCIL

SUBJECT ACCESS REQUEST FORM

This form should only be used to request any personal data which may be held about you on Whitfield Parish Council's CCTV system (i.e. images of you captured on CCTV cameras).

Please use this form to request any personal information you think may have been recorded on a CCTV camera that Whitfield Parish Council is responsible for. Please note that footage is only retained for a specified period. You may wish to contact the Council before submitting your request.

The Data Protection Act (DPA) gives individuals the right to ask an organisation for a copy of some or all of the personal data it processes or holds about them. This includes CCTV footage. This is called the right of subject access. If you make a subject access request (SAR) to ask for copies of your personal data held on the Council's CCTV system, we will provide you with all the requested personal data you are entitled to under the DPA within the appropriate timescale.

You are not entitled to see information about a third party without their consent.

There may be cases where some or all of your personal data are exempt. This means we do not have to provide you with them. There are a number of circumstances where personal data may be exempt e.g. if they are processed for crime prevention and detection purposes.

For your protection, and the security of the data, the Council will need to confirm that you are the person whom the data is about, and will require proof of your identity before it releases the data. If you ask someone to act on your behalf, the Council will need proof of this, and the person's identity (see section 4). We may contact you to confirm that you have authorised someone to do this.

SECTION 1 – YOUR PERSONAL DETAILS
Full Name:
Address:
Post Code:
Telephone:
Email:

SECTION 2 – YOUR REQUEST

Please tell us what recorded images you are requesting. Please provide as much information as possible including a date, location, a time period and description of the scene. This will help us find the footage in question. Please feel free to attach further sheets if necessary. We may contact you for further information.

Please tick this box if you have attached further sheets

SECTION 3 – INFORMATION REQUIRED

In order to process your CCTV subject access request, the following information is required – please tick box to indicate that this information has been included:

- Up to date photograph of the data subject i.e. the person captured on the footage
- Two written proofs of identity e.g. passport, utility bill

SECTION 4 – DATA SUBJECT’S AGENT **

** This section to be completed only if a person(s) is acting on behalf of the data subject.

I confirm that I am acting on behalf of:

(as detailed in Section 1) and have submitted proof of my authority to do so.

Full Name:

Address:

Post Code:

Telephone:

Email:

SECTION 5 - YOUR APPLICATION

When the data subject has provided all the information required to process the subject access request, we will aim to respond promptly, and within 30 days of receiving the required information as prescribed under the DPA.

Signature:

Date:

Please send your request to:

The Parish Clerk

Whitfield Parish Council, c/o 13 Joyes Close, Whitfield, Dover CT16 3LS

Please Note: All personal information provided to Whitfield Parish Council will be held and treated in confidence in accordance with the Data Protection Legislation. It will only be used for the purpose of obtaining the requested CCTV footage.