

# Data Protection Act 1998

## Closed Circuit Television (CCTV) Data Subject Access Request



This form can be used for requesting personal data (images and footage) captured by Cornwall Council's town centre and highway CCTV cameras.

It is important that this form is submitted as soon as possible from the date your data was captured by our cameras as this is only retained for a limited period of time – for data retention periods please check the CCTV pages on our website.

The Council charges a £10 processing fee for each subject access request. Please enclose a cheque or postal order for £10 per data subject, payable to 'Cornwall Council' with your application.

Please see the relevant Code of Practice available on our website for more information about how and why CCTV cameras are used in town centres and on the highway as their purposes differ.

### Section 1 – About you

Full name:

Have you been known by any other name?

 Yes No

If yes, other name:

Address:

Postcode:

Email address:

Telephone number:

Are you the data subject (the person who the information is about)?

 Yes No – Please also complete Section 2

Continued over

## Section 1 – About you (continued)

You will be required to supply two forms of evidence of your identity, a recent photograph and the £10 fee before the information you have requested can be released to you. These will be returned to you by 1st class, Signed For delivery.

We can only accept original copies of identification or certified copies of documentation (your nearest One Stop Shop will be able to certify a copy). If original documents are received, they will be copied and returned to you via recorded delivery.

### Acceptable ID - please supply:

- To confirm your identity:
  - Birth certificate; or
  - Driving licence; or
  - Passport
- To confirm your name and address:
  - Utility bill
  - Bank statement
  - Benefit book
  - Other document showing your name and address (please state below)

- Please provide a recent facial photograph

### Are you a current employee of Cornwall Council?

Yes  No - Please go to Section 3

If yes, please provide your payroll number:

## Section 2 – Request on behalf of the data subject

You must be acting on behalf of the data subject with their written authority. That authority must be forwarded with this form and can be a letter signed by them or an official document showing you have legal authority to act on their behalf e.g. Power of Attorney.

### Details of Data Subject

Full name:

Their address:

Postcode:

Please provide a recent facial photograph of the data subject or explain why you are unable to do so:

Please select below your relationship with the data subject that enables you to make this request on their behalf:

Solicitor  Advocate  Social Care/Health Professional  
 Relative  Friend  Other, please specify:

### Section 3 – The incident and the data

Are you:

A person reporting an offence or incident?

A witness to an offence or incident?

A victim of an offence?

A person accused or convicted of an offence?

Seeking to view the information for other reasons? If so, please state below:

Location of the incident:

Date and time of the incident:

Date:

Time:

Brief details of the incident:

Do you wish to:

Access a copy of the footage?

Request that Cornwall Council retains the footage? If so, for how long (max 120 days)

### Section 4 – Declaration

The declaration below is to be completed by the applicant. Please be aware that misrepresentation may result in prosecution.

I,

**certify that the information given on this form is true. I understand that it may be necessary for the Council to obtain further information in order to validate my request and locate the correct information.**

Signed:

Date:

I enclose all of the following:

Proof of my identity

Recent facial photograph of the data subject

Proof of my address

Payment of £10 made payable to 'Cornwall Council'

Written authority on behalf of Data Subject (if applicable)

**Knowingly or recklessly attempting to obtain personal data to which you are not entitled is an offence under Section 55 of the Data Protection Act 1998.**

**This offence is currently punishable by a fine in a Magistrates Court or an unlimited fine in a Crown Court.**

## Section 5 – Additional information about your request

Please read the following before submitting your application:

- Under the Data Protection Act, the Council has 40 calendar days in which to process your request once it has been verified and accepted
- When making an application on behalf of a person who is unable to understand the Subject Access process, you must do so with their best interest only in mind
- The Council reserves the right to refuse a request if the release of personal information to another party is believed not to be in the best interest of the data subject
- The Council respects your right to privacy and is committed to protecting it in accordance with the Data Protection Act 1998. The Council will use details on this form to process your request
- Staff in directorates that may hold relevant information will be provided with the information on this form to help them locate and review your information
- In some circumstances we may need to forward personal details provided by you in your application to third party agencies in order to obtain permission to release information relating to them
- By completing and submitting this application you consent to the Council sharing your information with relevant third parties unless otherwise indicated
- The Council cannot provide footage held by a school. You must apply to the relevant school direct if this is required
- In accordance with section 7 (3) of the Data Protection Act 1998, the Council is not obliged to comply with your request unless you have provided enough information to locate the information you seek. If you have not provided us with enough detail, you may be contacted for further clarification.
- In accordance with section 9A (3) of the Data Protection Act 1998, the Council is not obliged to comply with Subject Access Requests if the time it would take to locate and retrieve the requested information would exceed the appropriate limit set by the Fees Regulations 2004. If we are unable to extract all the relevant records within this time limit, you may be contacted to narrow the scope of your request.

Please return the completed form to:

**Data Protection Administrator  
Governance and Information Service  
Cornwall Council  
East 0, East Wing  
New County Hall  
TRURO  
TR1 3AY**