

Audley Rural Parish Council

Requesting CCTV footage of yourself

Guidance Notes

You can request footage from the last 30 days (1 calendar month) from a Parish Council owned CCTV camera. These notes explain how you can find out what information, if any, is held about you on the Parish Council's CCTV Systems.

Your Rights

Subject to certain exemptions, you have a right to be told whether any personal data is held about you. You also have a right to a copy of that information in a permanent form except where the supply of such a copy is not possible or would involve disproportionate effort, or if you agree otherwise.

Audley Rural Parish Council will only give that information if it is satisfied as to your identity. If release of the information will disclose information relating to another individual(s), who can be identified from that information, the Council is not obliged to comply with an access request unless –

- The other individual has consented to the disclosure of information, or
- It is reasonable in all circumstances to comply with the request without the consent of the other individual(s).

Making a request on someone else behalf

Another individual can authorise someone else to make a subject access request.

Examples of individuals making requests for other people include:

- someone with parental responsibility, or guardianship, asking for information about a child or young person (for further information, please read our guidance for organisations on requests for information about children);
- a person appointed by a court to manage someone else's affairs;
- a solicitor acting on their client's instructions; or
- a relative or friend that the individual feels comfortable asking for help.

We need to be satisfied that you are allowed to represent the other person. We therefore will ask for formal supporting evidence to show this, such as:

- written authorisation from the individual being represented; or
- a more general power of attorney.

It is your responsibility to provide this with the request.

Tell us what you're looking for

You need to tell us what you are looking for specifically. We'll need details of the location of the CCTV camera you want footage from, as well as the date, time period and what you were doing in the footage. We cannot guarantee that we'll be able to find what you want.

The Council's Rights

Audley Rural Parish Council may deny access to information where the Act allows. The main exemptions in relation to information held on the CCTV System are where the information may be held for:

- Prevention and detection of crime
- Apprehension and prosecution of offenders

And giving you the information would be likely to prejudice any of these purposes.

How we'll respond

We'll deal with your request within 1 calendar month. We might also:

- edit the footage to protect the identity of other people
- refuse your request if sharing the footage will put a criminal investigation at risk

Due to the size of the footage, you may be asked to supply a new and unused data stick for the footage to be uploaded onto, which will be returned through the post or can be collected. Alternatively we may be able to email a screenshot of the footage.

If the footage relates to a crime and the police have the footage, they'll tell you if you can see it.

If you want footage of a road traffic collision, your insurance company will have to request it.

Completing the Subject Assess Request Application Form

All sections of the form must be completed. Failure to do so may delay your application

Section 1 - Asks you to give information about yourself that will help the Council to confirm your identity. The Council has a duty to ensure that information it holds is secure and it must be satisfied that you are who you say you are.

Section 2 - Asks you to provide evidence of your identity by producing TWO official documents (which between them clearly show your name, date of birth and current address, and one which is a photo ID) together with a recent full-face photograph of you.

Section 3 - Asks for the date, time, camera and reason for the footage requested.

Section 4 - You must sign the declaration

When you have completed and checked this form, send it together with the required TWO **copies** of identification documents (one of which must be photo ID) and a photograph of your face to:

**THE DATA PROTECTION OFFICER
AUDLEY RURAL PARISH COUNCIL
THE CROFT
BARTHOMLEY ROAD
AUDLEY STAFFS
ST7 8HU**

Audley Rural Parish Council - Data Protection Act 2018
Subject Access Request (CCTV Footage) Application Form

SECTION 1 About Yourself

The information requested below is to help the Council satisfy itself as to your identity

PLEASE USE BLOCK LETTERS

Title <i>(Mr / Mrs / Ms / Miss / Dr / Rev / etc.)</i>	
Surname/Family Name	
First Names	
Gender	
Height	
Age	
Your Current Home Address (to which we will reply with the data stick and footage)	
	Post Code:
A telephone number will be helpful in case you need to be contacted	Tel no:
Email address for correspondence	

SECTION 2 Proof of Identity

To help establish your identity your application must be accompanied by TWO official documents (**copies only**) that between them clearly show your name, date of birth and current address. **One of which must show your photograph i.e.** driving licence or passport.

Also a recent, full face photograph of yourself.

Failure to provide this proof may delay your application.

SECTION 3**Supply of Information and Request**

You have a right, subject to certain exemptions, to receive a copy of the information in a permanent form. You may need to supply the Parish Council with a new and unused data stick for the footage to be downloaded onto. This will be returned to your home address given.

Please provide specific details of the footage you require:

The camera and location:	
The date of the footage :	
The time of the footage:	
To help us identify you, please describe what you are doing and wearing (if possible) relating to the request:	
The reason for your request:	

SECTION 4**Declaration****DECLARATION** *(to be signed by applicant)*

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

Signed by:

Date:

*If you are completing the form on behalf of someone else, please provide their details on a separate form with supporting information to confirm you have consent to represent them. You will still need to provide 2 forms of identification as already noted earlier on the form for all parties involved.

Warning – a person who impersonates or attempts to impersonate another may be guilty of an offence

Before returning this form - Please check:

- Have you completed ALL Sections in this form?
- Have you enclosed **copies** of TWO identification documents, **one of which is a photo ID**?
- Have you included a FULL face photograph?
- Have you signed and dated the form?

These notes are only a guide. The law is set out in the Data Protection Act 2018.

Further information and advice may be obtained from:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Please note that this application for access to information must be made direct to Audley Rural Parish Council (address on page 1) and NOT to the Information Commissioner.

<u>OFFICIAL USE ONLY</u>			
Please complete ALL of this Section (refer to 'CHECK' box above).			
Application checked and legible?	<input type="checkbox"/>	Date application received	<input type="checkbox"/>
Identification documents checked?	<input type="checkbox"/>		
Details of 2 Documents (see page 3)	<input type="text"/>		
Documents copied and originals returned?	<input type="checkbox"/>		
Member of staff completing this Section:			
Name	<input type="text"/>	Location	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>