

Your reference

Subject Access Request Form Data Protection Act 1998

How to Apply for Access to Information Held on the CCTV System

These notes explain how you can find out what information; if any is held about you on a CCTV System whose Authority is a member of the Staffordshire CCTV User Group.

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. The User Groups systems will only give information if it is satisfied as to your identity. If release of the information will disclose information relating to another individual or individuals, who can be identified from that information, the User Group / Authority 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 the circumstances to comply with the request without the consent of the other individual or individuals.

Staffordshire User Group Rights

Staffordshire user Group (for authority membership list see last page), may deny access to information where the Act allows. The main exemptions in relation to information held on the CCTV systems are where the information may be held for, and including:

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

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

Fee

A fee of £10 is payable for each subject access request, which must be in pounds sterling. Cheques, Postal Orders etc should be made payable to Stoke-on-Trent City Council, Parking & Security Group

THE APPLICATION FORM:

(all sections of this form must be completed. Failure to do so may result in the delay your application)

- Section 1 Asks you to give information about yourself that will help us to confirm your identity. We have a duty to ensure that information we hold is secure and we 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) together with a recent full face photograph.
- Section 3 The declaration must be signed by you.
- Section 4 Asks for information to help us find the data you require. Unless this is provided we will not be able to locate it.

When you have completed and checked this form, take or send it together with the two required identification documents, photograph and fee to:

CCTV Manager, CCTV Section, The Regent Centre, Regent Road, Hanley, Stoke-on-Trent, ST1 3EG.

If you have any queries regarding this form, or your application please ring CCTV Support on 01782 236913.

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Section 1 – About yourself

The information requested below is to help us satisfy ourselves as to your identity and to find any data held about you on the CCTV footage at the date and time you state.

PLEASE USE BLOCK CAPITALS

Title (<i>tick box as appropriate</i>)	Mr		Mrs		Miss		Ms	
Other title (<i>e.g. Dr. Rev., etc.</i>)								
Surname / Family Name								
First Name(s)								
Maiden name / former names								
Sex (<i>tick box</i>)	Male			Female				
Height								
Date of birth								
Place of Birth	Town							
	County							

Your current Home Address <i>(to which we will reply)</i>		
A telephone number will be helpful in case we need to contact you	Post Code:	Tel.No.

**If you have lived at the above address for less than 10 years,
Please give your previous address(es) for the period:**

Previous address 1		
Dates of occupancy	From:	To:
Previous address 2		
Dates of occupancy	From:	To:
	Continue on separate sheet if needed	

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Section 2 Proof of Identity

To help establish your identity your application must be accompanied by **TWO** official documents that between them clearly show your name, date of birth and current address.

For example: a birth /adoption certificate, driving licence, medical card, passport or other official document that shows your name and address.

Also a recent, full face photograph of yourself. This must be provided in order to establish who we are looking for.

Failure to provide this proof of identity may delay your application.

Section 3 Declaration

DECLARATION (to be signed by the applicant)

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

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

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Section 4 To help us find the information about you

To enable us to find the data you require we will require certain information. The more specific you are the greater chance there will be of locating the data.

Please complete a separate box in respect of different categories / incidents / involvement. Continue on a separate sheet if needed.

Your involvement in the incident (tick all boxes that apply)

The person reporting an incident or offence	✓
A witness to an incident or offence	
A victim of an offence	
A person accused of an offence	
Other (please explain)	

Where and when did it happen?

Day and Date of Incident		
Time of Incident (to within 15 minutes)	Between AM or PM	And AM or PM
Place of Incident (street name and location i.e. outside Asda opposite No.22 High St, Anytown, etc)		

Brief description about the Incident	

Colour/description of your upper <u>outer</u> garments at the time of the Incident		Colour/description of your lower out garments at the time of the Incident	

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Before returning this form please check the following:

- That you completed all sections of the form?
- That you have enclosed TWO identification documents?
- That you have signed and dated the form?
- That you have you enclosed your £10 fee?

These notes are only a guide. The information has been taken from the Data Protection Act 1998 and the CCTV Codes of Practice 2000. Further information can be obtained from:

The Office of the Data Protection Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 01625 545745
www.dataprotection.gov.uk

Note: Please DO NOT send this application to the above address. This application can only be dealt with by the relevant local authority.

FOR OFFICIAL USE ONLY

Please complete ALL parts of this section

Application checked and legible?	<input type="checkbox"/>	Date application received	<input type="text"/>
Identification documents checked?	<input type="checkbox"/>	Fee paid (amount)	£ <input type="text"/>
		Receipt No.	<input type="text"/>
Details of 2 identity documents		Documents returned?	<input type="checkbox"/>

Member of staff completing this section:

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Print name:		Location:	
Signature:		Date:	

Staffordshire CCTV Users Group

The following Authorities and Organisations are members of the Staffordshire CCTV Users Group and the Subject Access Request Form can be used to apply for CCTV Data from any of the Systems or Schemes listed

Any queries regarding the individual schemes can be answered by calling the individual contact numbers listed

Staffordshire Police – Any CCTV System in the Organisation that records images – Tel: 01785 235330

Stoke on Trent City Council – Any external / public area CCTV images owned or controlled by the Unitary Authority Tel: 01782 236913

Staffordshire Moorlands District Council - Any external / public area CCTV images owned or controlled by the Authority. Tel:

Newcastle Under Lyme District Council - Any external / public area CCTV images owned or controlled by the Authority Tel:

North Staffordshire Hospital Trust - Any public area where CCTV images are owned or controlled by the Trust Tel:

Stafford Borough Council - Any external / public area CCTV images owned or controlled by the Authority Tel:

South Staffordshire District Council - Any external / public area CCTV images owned or controlled by the Authority Tel:

East Staffordshire District Council - Any external / public area CCTV images owned or controlled by the Authority Tel:

Tamworth Council - Any external / public area CCTV images owned or controlled by the Authority. Tel:

Lichfield District Council - Any external / public area CCTV images owned or controlled by the Authority Tel:

Cannock Chase District Council - Any external / public area CCTV images owned or controlled by the Authority