

## EAST CAMBRIDGESHIRE DISTRICT COUNCIL CCTV DATA SUBJECT ACCESS REQUEST FORM

General Data Protection Regulation

Under the General Data Protection Regulation (GDPR), you (the data subject) are entitled to request access to personal information held about you by East Cambridgeshire District Council; completing this form will assist us in locating your information quickly and efficiently.

**Please note that CCTC recorded data is only held for 28 days before it is deleted.**

East Cambridgeshire District Council's Rights – We 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 the prevention and detection of crime; the apprehension and prosecution of offenders and giving you the information may be likely to prejudice any of these purposes.

**Part 1 – Person to whom the information relates (the data subject).**  
The reason we ask for proof of identification is to maintain the security of the information we hold about you. This will ensure that we do not release your personal information to anyone else.

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____		
Surname		Forename(s)	
Maiden Name /Former Names			
Date of Birth		Sex	Male Female
Current Address			
Postcode		Telephone No	
Previous Addresses (Please provide any previous addresses you feel may be of assistance to this request).			

**I enclose original proof of one of the following as proof of the identity of the data subject (these will be returned to you):**

Birth Certificate     Driving Licence     Passport     2 x Official Letters

If none of these are available please contact the Data Protection Officer for advice on other acceptable forms of identification.

**Part 2 – Is the requested information about you (are you the data subject)?**

**No, the information is not about me** (go to part 3)  
**Yes, the information is about me** (go to part 4)

**Please Note:** If information to be disclosed includes incidental disclosure of 3<sup>rd</sup> party (e.g. family member, referee, care worker etc.) it can be disclosed without the consent of that party.

### Part 3 – Person (agent) acting on behalf of the data subject.

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other:
Surname		Forenames			
Address					
Postcode		Telephone No.			
<b>What is your relationship to the data subject</b> (e.g. parent, carer, legal representative)					
<b>Do you have legal authority to request the data subject's personal information?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>					
<b>If the data subject is under 16, do you have parental responsibility for them?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>					
<b>Please provide proof that you are legally authorised to act on the data subject's behalf in the form of:</b> <input type="checkbox"/> Letter of Authority <input type="checkbox"/> Lasting Power of Attorney <input type="checkbox"/> Evidence of parental responsibility <input type="checkbox"/> Other (give details)					
<b>Please provide proof that you are the person authorised to act on behalf of the data subject by enclose a copy of one of the following:</b> <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Driving Licence <input type="checkbox"/> Passport  If none of these is available please contact the Data Protection Officer for advice on other acceptable forms of identification.					

### Part 4 – Details of the information being requested

Please complete this section to enable us to accurately identify and retrieve the data you are requesting.

**Are you (please tick):**

**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**

**Other (please explain)**

<b>Date(s) and time(s) of incident</b>	From:	To:
<b>Place incident happened</b>		
<b>Brief details of incident</b>		

### Part 5 – Access to the information

*We must respond to you within one month – if we feel the request is complex we may ask for an extension of this period.*

<b>Do you wish to:</b>	<input type="checkbox"/> View the information	<input type="checkbox"/> Be provided with a copy	
<b>Copies (if requested) to be:</b>	<input type="checkbox"/> Sent to the data subject	<input type="checkbox"/> Sent to you	<input type="checkbox"/> Collected
<b>Do you have any special needs when viewing the information or in what format it is provided?</b>			

### Part 6 – Declaration

**Please read the following declaration carefully, sign and date it. Please note that any attempt to mislead in order to obtain personal information is a criminal offence and may lead to prosecution.**

I certify that the information on this application to East Cambridgeshire District Council is true. I understand that the Council is obliged to confirm proof of identity/authority and that it may be necessary to obtain further information in order to comply with this data subject access request and locate the correct information.

<b>Name</b>			
<b>Signature</b>		<b>Date</b>	

### Part 7 – Before submitting this form please check that you have:

- Enclosed proof of the identity of the person the information is about (the data subject) (see Part 1)
- Enclosed proof of authority to act on behalf of the data subject – if required (see Part 3)
- Given enough details to enable us to locate the information you require (see Part 4)
- Signed and dated the declaration (see Part 6)
- Completed all sections of this form (Part 3 is only to be completed by a person acting on behalf of the data subject)

**Please submit this form and accompanying documents by post or email to:**

For the attention of the Data Protection Officer, East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, Cambs, CB7 4EE.

Email: [dataprotection@eastcambs.gov.uk](mailto:dataprotection@eastcambs.gov.uk)

Alternatively, you can complete this form and bring it to East Cambridgeshire District Council office at the above address. A Customer Service adviser will check your form and verify your proof of identity. The request will then be passed to the Data Protection Officer.