

**CCTV Subject Access Request Application Form**

These notes explain how you find out what information, if any is held about you on the Public Space CCTV system operated by Salisbury City Council.

**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 such a copy is not possible or would involve disproportionate effort, or if you agree otherwise. Salisbury City 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 the information, or
* It is reasonable in all the circumstances to comply with the request without the consent of the other individual(s).

**Salisbury City Council rights**

Salisbury City Council may deny access to information where the legislation 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.

We hold CCTV footage for a maximum of 31days. If the request is not made within this time frame, we may no longer have the footage.

**The Application Form**

**Section 1** Asks you to give information about yourself that will help 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 two proofs of ID and the documents considered suitable.

**Section 3** Asks you if you wish to have a permanent copy of the information or receive acknowledgement of that fact.

**Section 4** Asks you to help us to find the information you are requesting.

**Section 5** You must sign the Declaration.

When you have completed and checked the application form, post it together with copies of the required two identification documents to:

The CCTV Manager. Salisbury City Council, The Guildhall Market Place Salisbury SP1 1JH

Or email to

kjackson@salisburycitycouncil.gov.uk

**Section 1 About Yourself**

The information requested below is to help Salisbury City Council to satisfy itself as to your identity and find any data held about you.

Your Title (Mr, Miss, Ms, Mrs, Dr)

Surname / Family Name

First Names

Maiden Name / Former Name

Gender

Height

Date of Birth

Place of Birth

Your Current Home Address (To which we will reply)

Telephone Number

**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

**In order that we can carry out your request please also enclose a recent photograph showing an image of you.**

You may provide photocopies of these documents but might be required to produce the original documents at a later stage.

**Section 3 Supply of Information**

You have a right, subject to certain exceptions, to receive a copy of the information in a permanent form:

Receive a permanent copy Yes/No

If the information you have requested refers to a specific offence or incident, please complete the questions below.

You are the Victim of an offence Yes/No

A person accused or convicted of an offence Yes/No

**Section 4 The Incident Form**

Date(s) and time(s) of Incident

Exact Location of Incident

**Section 5 Declaration**

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

Signed

Date

**Warning** – A person who impersonates or attempts to impersonate another may be guilty of an offence. Before returning this form Have you completed ALL sections of this form? Have you enclosed copies of Two Identification Documents? Have you signed and dated the form?

What happens now?

* In most cases we will inform you if your request has been granted within 10 working days of the receipt of your subject access request or explain why your request has been denied.
* If we find the information (data) relevant to your request, we will either supply a written confirmation that your details were captured, or provide this in evidential form, to you or your representative.
* Salisbury Citywatch shall retain the copyright of any data provided.
* The data shall not be used for Public Entertainment or commercial gain by you or any other person.

**Further Information**

These notes are for guidance only. The law is set out in the Data Protection Act. Further information and advice can be obtained from:

The Office of the Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF TEL: (01625) 545745

Please post the completed Application Form to:

Keith Jackson, The CCTV Manager. Salisbury City Council, The Guildhall Market Place Salisbury SP1 1JH or email kjackson@salisburycitycouncil.gov.uk

Signed:

Date:

Salisbury City Council takes your privacy seriously and we will only use your personal information to carry out your request. However, there may be occasions when the information required has been shared with Wiltshire Police or Salisbury City Council (the owners of the CCTV System). In such cases to comply with your request it may be necessary for us to give your details to either or both of those agencies so that they can contact you if required.

If you consent to us using your details for those purposes, please tick to confirm:

**I agree:**