

Subject Access Request Form

CITY OF ELY COUNCIL CCTV SURVEILLANCE SYSTEM General Data Protection Regulation 2018

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 the CCTV System.

Your Rights

Subject to certain exemptions, under the GDPR 2018, 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 City of Ely 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 the circumstances to comply with the request without the consent of the other individual(s)

City of Ely Council Rights

City of Ely 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 may be likely to prejudice any of these purposes.

THE APPLICATION FORM: (N.B. 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. City of Ely 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) together with a recent full face photograph of you.

Section 3 Asks you to confirm whether you will accept just viewing the information, or if you want a copy of the information.

Section 4 You must sign the declaration

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

The Clerk to the Council, City of Ely Council, Sessions House, Lynn Road, Ely, Cambs, CB7 4EG.

If you have any queries regarding this form, or your application, please ring on: Tel No 01353 661016.

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SECTION 1 About Yourself

The information requested below is to help the Council (a) satisfy itself as to your identity and (b) find any data held about you.

PLEASE USE BLOCK LETTERS

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

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

If you have lived at the above address for less than 10 years, please give your previous addresses for the period:

Previous address(es)								
Dates of occupancy	<i>From:</i>				<i>To:</i>			
Dates of occupancy	<i>From:</i>				<i>To:</i>			

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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.

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

SECTION 3 Supply of Information

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

(a) *View the information and receive a permanent copy*

YES / NO

(b) *Only view the information*

YES / NO

SECTION 4 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

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

NOW – please complete Section 4 and then check the ‘CHECK’ box (on page 6) before returning the form.

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SECTION 5 To Help us Find the Information

If the information you have requested refers to a specific offence or incident, please complete this Section. A period of two hours only must be supplied. If no end time given footage will cover one hour before and one hour after.

Please complete a separate box in respect of different categories/incidents/involvement. Continue on a separate sheet, in the same way, if necessary.

If the information you require relates to a vehicle, property, or other type of information, please complete the relevant section. Please provide as much detailed information as possible to assist with the review. Please include make, model, colour and registration numbers of all vehicles involved.

Were you: (tick box below)

<i>A person reporting an offence or incident</i>	<input type="checkbox"/>
<i>A witness to an offence or incident</i>	<input type="checkbox"/>
<i>A victim of an offence</i>	<input type="checkbox"/>
<i>A person accused or convicted of an offence</i>	<input type="checkbox"/>

Other – please explain

<i>Date(s) and time(s) of incident</i>	
<i>Place incident happened</i>	
<i>Please provide a description of yourself to aid the CCTV operators to locate footage of you if relevant</i>	
<i>Brief details of incident</i>	

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1. Please read the following declaration and Privacy Notice carefully, then sign, and date it.

I certify that the information supplied to the City of Ely Council on this application form is true. I understand that it is necessary for the Council to confirm my/Data Subject's identify and it may be necessary to obtain more detailed information in order to locate the correct information.

Privacy Notice

Why are we asking for your personal information?

We require your personal data to enable us to locate and provide you with the information you are seeking.

This is a (Public Task) Statutory Duty as laid out in the GDPR 2018. We cannot process your request/application unless you provide this personal information. If you do not or if you refuse to allow us to share information we will not be able to carry out the service for you and cannot be held responsible for any consequences to you of it not being carried out; such as not receiving information which you are legally entitled to receive.

We may automate decisions and will inform you if we have done this as soon as reasonably practicable and provide you with access to our Data Protection Policy.

You hold the following rights with regard to the personal data you provide us:

- Right to Access – You have the right to access (receive a copy) of your personal data and supplementary information.
- Right to Rectification – You have the right to have any inaccurate or incomplete personal data rectified.
- Right to object to us processing your personal data where you have an objection on “grounds relating to your particular situation”.
- Right to Restriction – You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected, or if a withdrawal of consent has been made.

We may share your personal data internally within council departments, the Information Commissioner, government agencies, tribunal and local authority partners, as required.

If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep your information accurate and up to date.

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the council's Retention & Disposal Policy on the website.

We do not routinely process any information about you outside the UK. We will not transfer your personal data outside of the EU.

The City of Ely Council is a registered Data Controller with the Information Commissioner's Office.

You can find out more about how we handle your data by reading the council's General Privacy Notice at <http://www.cityofelycouncil.org.uk/wp-content/uploads/2018/05/General-Privacy-Notice.pdf>. If you have a query regarding your rights please contact the Clerk to the Council,

who can be contacted by emailing info@cityofelycouncil.org.uk or you can write to the Council and mark your letter for the attention of the Clerk. Alternatively, you can call 01353 661016.

You have the right to lodge a complaint with the Information Commissioner's Office (ICO) should you believe any part of this statement to be unlawful.

Signature :

Date :

Before returning this form

Please check:

- *Have you completed ALL Sections in this form?*
- *Have you enclosed TWO identification documents?*
- *Have you signed and dated the form?*

Further Information:

These notes are only a guide. The law is set out in the Data Protection Act, 1998, obtainable from The Stationery Office. Further information and advice may be obtained from:

**The Information Commissioner,
Wycliffe House, Water Lane
Wilmslow,
Cheshire SK9 5AF.
Tel. (01625) 545745**

Please note that this application for access to information must be made direct to **City of Ely Council** (address on Page 1) and **NOT** to the Information Commissioner.