



## Appendix D Subject Access Form for Images taken by Public Spaces Surveillance Systems

Ref: CCTV1

### How to apply for access to information held on Council Surveillance Systems

#### Data Protection Act 2018 (including the General Data Regulations Act 2016)

These notes explain how you can find out what information, if any, has been obtained or retained by the use of public spaces surveillance system deployed by Rushcliffe Borough Council.

#### Your Rights

Subject to certain exemptions, you have a right to be told whether 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. Rushcliffe Borough Council will only give information if it is satisfied as to your identity. If release of the information will disclose information relating to other individual(s) who can be identified from that information, Rushcliffe Borough Council is not obliged to comply with an access request unless

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

#### The Council's Rights

Rushcliffe Borough Council may deny access to information where the Act allows. The main exemptions in relation to data obtained or retained from the use of a surveillance 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 these purposes.

#### The 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) 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 or send it together with the required TWO identification documents and photograph to:

**The Surveillance Manager**, Rushcliffe Borough Council, Council Offices, Rushcliffe Arena Rugby Rd, West Bridgford, Nottingham NG2 7HY marked "Private and Confidential"

<b>Section 1 - About yourself</b>							
Title (tick box as appropriate)	Mr		Mrs		Miss		Ms
Other Title (e.g. Dr, Rev., etc.)							
Surname / Family name							
First names							
Maiden name / former names							
Gender (tick box)	Male		Female				
Height							
Date of Birth							
Place of birth							
Your present address (to which we will reply)							
Post Code							
Telephone number							
Email address							
<b>If you have lived at the above address for less than 3 years, please give previous addresses for the period:</b>							
Previous address (1)							
Dates of Occupancy	From		To				
Previous address (2)							

**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. You must also enclose a recent full face photograph of yourself.

**FAILURE TO PROVIDE THE REQUIRED 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 only	Yes		No	
(b) View the information and receive a permanent copy	Yes		No	
If (b) how would you like to receive the information?	Collect		Secure email	

Dates of Occupancy	From		To	

**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	
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**Warning - A person who impersonates or attempts to impersonate another person may be guilty of an offence.**

**Privacy Notice**

To find out how the Council collect, store and retain your personal information please visit our Privacy Notice: [Privacy Policy - Rushcliffe Borough Council](#)

**Section 5 - Help us to find the information**

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

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.

**Were you:** (tick box below)

A person reporting an offence or incident	<input type="checkbox"/>	
A witness to an offence or incident	<input type="checkbox"/>	
A victim of an offence	<input type="checkbox"/>	
A person accused or convicted of an offence	<input type="checkbox"/>	
Other (please explain)		

Date of incident	
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Time of incident	
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Details of incident	
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**Check List**

Before returning this form please check:

- Have you completed ALL sections of the form?
- Have you enclosed TWO identification documents?
- Have you included a FULL face photograph?
- Have signed and dated the form?

**Further Information**

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

Telephone: 01625 454 745.

Please note that this application for access to information must be made direct to **Rushcliffe Borough Council** and **NOT** to the Information Commissioner.

**Official Use Only**

Application checked and legible	<input type="text"/>
Identity documents checked	<input type="text"/>
Document details	<input type="text"/>
Date documents returned	<input type="text"/>
Disclosure authorised	<input type="text"/>
Date The Council authorised to disclose data	<input type="text"/>
Checked and completed by	<input type="text"/>
Location	<input type="text"/>
Date	<input type="text"/>