**North East Lincolnshire Council CCTV Subject Access Request Form**

This form is intended to support individuals requesting access to images of themselves captured by CCTV cameras operated by North East Lincolnshire. Please note images from the Public Space CCTV system are normally retained for a maximum of 31 days.

We may not be able to provide access to images if they would affect the privacy of another individual or if it put an ongoing investigation at risk.

All sections of this form **must** be completed, failure to do so may delay your application.

It may be necessary for me to provide additional information in order for us to confirm your identity (or that of the Data Subject) and / or locate relevant images. The statutory response period of one month specified in data protection legislation will not commence until we have received all necessary information and evidence.

1. Your details – please complete in CAPITAL LETTERS if completing a physical form

|  |  |
| --- | --- |
| Name: |  |
| Current Address:  Postcode: |  |
| Telephone number: |  |
| Email address: |  |

**2. Are you the Data Subject (the individual whose personal data is being requested)?**

|  |  |
| --- | --- |
| Yes: | We will require proof of your identity and current address.  **Proof of your identity** should be photo identification such as a Driving license or Passport, please contact us if you are unable to provide this.  **Proof of your address** should bea recentBank/Building Society statement, Utility bill, or a letter from a Solicitor / Social Worker / Probation Officer / HM Revenues and Customs / Inland Revenue / Benefits Agency or Employer  **Please then go to section 5 of this form** |
| No: | Are you acting on behalf of the Data Subject with their explicit consent, or with the appropriate legal authority? If so, this must be evidenced in writing and enclosed with this form. You must also enclose proof of the Data Subject’s identity and address as described above.  **Please ensure that you complete sections 3 and 4 of this form** |

**3. Details of the Data Subject.** *(If different to those provided in section 1)*

|  |  |
| --- | --- |
| Name: |  |
| Address:  Postcode: |  |
| Telephone number: |  |
| Email address: |  |

**4. Legal status in relation to the Data Subject** *(If you are not the data subject please briefly describe your relationship with them (eg legal adviser, spouse, parent, carer, etc) and explain why you are making this subject access request on their behalf)*

**5. Personal information required** *(Please describe as precisely as possible the nature of the images you are requesting; providing details of the exact date and location involved, together with an approximate time. Please also describe your appearance and what you were doing at the time you believe your image was captured. Please continue on a separate sheet if necessary)*

|  |  |
| --- | --- |
| Description of the images you require |  |
| Date when the images were taken |  |
| Time when the images were taken (approximate) |  |
| Location the images are for |  |
| Description of yourself / data subject \* and if relevant anything distinctive about your appearance when the images were taken e.g. what you are wearing, if carrying anything.  \* it may be helpful if you provide a recent photograph of yourself  (Please continue on additional sheet if required) |  |

You have the right, subject to certain exceptions, to view the images and / or receive a copy of them.

Do you wish to:

(a) View the information and receive a copy YES / NO

(b) Only view information YES / NO

6. Submitting your request

Declaration (to be signed by the applicant)

The information that I have supplied in this application is correct to the best of my knowledge.

Signed by Date

Please note, anyone who impersonates, attempts to impersonate, or tries to obtain CCTV images of another may be guilty of committing an offence.

Please send the completed forms with appropriate evidence marked ‘Private and Confidential’ to

Security Services, Doughty Road Depot, Doughty Road, Grimsby, North East Lincolnshire, DN32 0LL

**You can contact us by**

**Email:** [securityservices@nelincs.gov.uk](mailto:securityservices@nelincs.gov.uk)

**Telephone:** 01472 324646 Monday to Friday 8am to 5pm, except bank holidays