SUBJECT ACCESS REQUEST FORM
EXMOUTH TOWN COUNCIL CCTV SURVEILLANCE SYSTEM
DATA PROTECTION ACT 2018 (incorporating the GDPR 2018)

How to apply for access to information held on Exmouth Town Council's CCTV System

These notes explain how you can find out what information, if any, is held about you on the Council's CCTV System. Please note that CCTV images are only retained for 31 days.

Your Rights
Subject to certain exemptions, you have a right to be told whether any personal data is held about you, including CCTV footage. 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.

Exmouth Town 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)

Exmouth Town Council's Rights
Exmouth Town Council may deny access to information where the Regulation 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.

Fee
A fee to deal with this request is not chargeable in most circumstances.

Applications can be made using this form or verbally

The Application Form: (NB all sections of the form must be completed. Failure to provide all the information may delay your application)

1. Section 1 Asks you to give information about yourself that will help the Council to confirm your identity. Exmouth Town 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.
2. 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.
3. Section 3 Asks you to confirm whether you will accept just viewing the information, or if you want a copy of the information.
4. 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: Lisa Bowman, Town Clerk, Exmouth Town Council, Exmouth Town Hall, 1 St Andrew's Road, Exmouth, EX8 1AW.

EXMOUTH TOWN COUNCIL
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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)	Mr		Mrs		Miss		Ms	
Other title (e.g. Dr., Rev., etc.)								
Surname/family name								
First names								
Maiden name/former names								
Sex (tick box)	Male			Female				
Height								
Date of Birth								
Place of Birth	Town							
	County							
Your Current Home Address (to which we will reply)								
	Post Code:							
A telephone number will be helpful in case you need to be contacted.								

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

NOW – please complete Section 4 and then check the 'CHECK' box (on page 5) **before returning the form**.

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.

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.

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

Were you: (tick relevant option)	
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:	

Date(s) and time(s) of incident	
Place incident happened	
Brief details of incident	

Before returning this form please check:	1. Have you completed **ALL** sections in this form? 2. Have you enclosed **TWO** identification documents? 3. Have you **SIGNED AND DATED** the form?

OFFICIAL USE ONLY

Please complete ALL of this Section (refer to 'CHECK' box above).

Application checked and legible? Yes /No

Date Application Received**:**

Identification documents checked? Yes / No

Details of 2 Documents (see page 3)

1.

2.

Documents Returned? Yes / No

Please email this request form to: reception@exmouth.gov.uk