

LONG BUCKBY PARISH COUNCIL

Data Subject Access Request

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 exceptions, 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. Long Buckby Parish Council will only give that information if it is satisfied as to your identity. If release of 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)

Long Buckby Parish Council Rights

Long Buckby Parish 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:

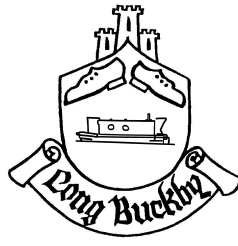
- * Prevention and detection of crime
- * Apprehension and prosecution of offenders

And giving you the information may be likely to prejudice any of these purposes.

Fee

A fee of £10.00 is payable for each access request.

Your completed application form should be sent to
Data Protection Officer
Long Buckby Parish Council
3 Packwood Close,
Daventry,
Northants,
NN11 8AJ



Section 1

Asks you to give information about yourself that will help the council to confirm your identity. Long Buckby Parish Council has a duty to ensure that the information it holds is secure and must be satisfied that you are who you say you are.

Section 2

Asks you to provide original 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

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 and return the declaration

Section 1 – About Yourself

Title:

Surname:

First Name:

Male/Female:

Date of Birth:

Height:

Description of the clothing you were wearing:

Your current address:

Previous address, if you have moved within the last three years:

Dates of occupancy:

Contact Details:

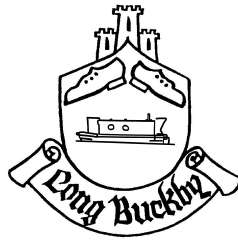
Phone Number:

E-Mail:

Long Buckby Parish Council, 3 Packwood Close, Daventry, Northants, NN11 8AJ

Tel: 01327 362496 E-Mail: clerk@longbuckbyparishcouncil.gov.uk

Website: www.longbuckbyparishcouncil.gov.uk



Section 2 – Proof of Identity

To help establish your identity your application must be accompanied by **TWO** original and recent or 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 photo of yourself (this is in addition to the description given in Section 1 and will be used to help identify you by the officer viewing the CCTV footage).

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 |
| (c) Receive a copy of the viewing report only | YES/NO |

Section 4 – Declaration

(To be signed by the applicant)

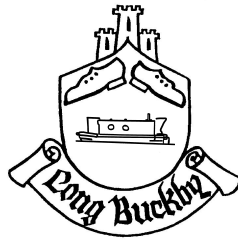
This information that I have supplied is correct and I am the person to whom it relates. I agree to be bound by the terms and conditions of disclosure.

Signed by:

Date:

NOW-

Please complete Section 5



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 “the other” box in respect of different categories/incidents/involvement. Continue on a separate sheet of paper if necessary.

If the information you require relates to a vehicle, property or other type of information, please ensure you include a full description of this information. Continue on a separate sheet of paper if necessary.

Were you:

A person reporting an offence or incident	YES/NO
A witness to an offence or incident	YES/NO
A victim of an offence or incident	YES/NO
A person accused or convicted of an offence	YES/NO

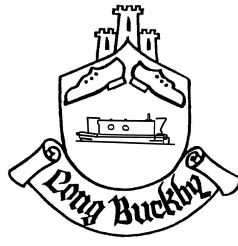
Other – Please explain:

Date and times of incident:

Place incident happened:

Vehicle/Property details (if applicable):

Brief details of incident:



Before returning this form, please check

- * Have you completed ALL sections in this form?
- * Have you enclosed a full-face photograph and description?
- * Have you enclosed TWO original identification documents?
- * Have you signed and dated the form?
- * Have you enclosed the £10.00 fee?

Further information:

These notes are only a guide. The law is set out in the Data Protection Act 1998, obtainable from The Office of Public Sector Information (OPSI).

Further advice can be obtained from
The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Please note the application for access to information must be made direct to Long Buckby Parish Council (address on page 1) and **NOT** to the Information Commissioner.

OFFICIAL USE ONLY:

Application checked and legible:
Date application received:
Fee Paid:
Identification documents checked:
Documents returned:

Signature:

Name:

Date: