ABC

**DATA PROTECTION ACT 2018**

**PERSONAL CCTV SUBJECT ACCESS REQUEST**

**Data Protection:** We will use the information you provide to process your subject access request and for monitoring and statistical purposes.

It may be necessary to share your information with Coventry City Council internal departments, in order to complete your request.

More information on how we handle personal information and your rights under the data protection legislation can be found in our [Privacy Notice](https://www.coventry.gov.uk/strategies-plans-policies/privacy-notice-information-governance).

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**Things to note about Personal CCTV Subject Access Requests:**

* Images are only retained for a maximum of **30 days** from the time of recording, after which they are automatically overwritten.
* If the relevant images are held and there are no issues affecting disclosure (see below) it will be provided either as still images or as a written description of the footage.
* The request will not be successful if for example, you do not provide enough detail, your timeframe is too broad or it is not a Coventry City Council camera.

Does your request relate to a road traffic accident, thefts or damage to a vehicle or belongings?

Yes No

**If you have answered ‘Yes’ - You cannot request information relating to a road traffic accident, a theft or damage to a vehicle or belongings on this form.**

**You should ask your insurance company or legal representative to complete the** [**Third Party CCTV request form**](https://www.coventry.gov.uk/thirdpartycctv)**.**

**If no, please continue with this form.**

Your completed form and identification documents should be sent to:

[**informationgovernance@coventry.gov.uk**](mailto:informationgovernance@coventry.gov.uk)

**or alternatively you can post it to:**

**Information Governance Team,**

**Coventry City Council,**

**PO Box 7097,**

**Coventry,**

**CV6 9SL**

|  |  |
| --- | --- |
| 1. Applicant Details | |
| Your full name |  |
| Address |  |
|  |  |
|  |  |
| Post Code |  |
| Telephone Number |  |
| E-mail address |  |

|  |  |  |
| --- | --- | --- |
| 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. One from each list below:  (NB: Provisional driving licences or mobile phone bills cannot be accepted) | | |
| **List 1**   * Current passport * Current full driving licence * Birth/adoption/marriage certificate | | **List 2**   * Gas/electric water bill * Council Tax statement * Current bank/building society statement * Fixed line telephone bill   (these must be dated within the last 6 months) |
| We will also require:   * A recent full-face photograph of yourself | | |
| Type of ID provided from List 1 |  | |
| Type of ID provided from List 2 |  | |
| Full face photograph provided |  | |
| **Failure to provide this proof of identity will delay your application.** | | |

|  |  |
| --- | --- |
| 3. Only to be completed if acting on behalf of the Applicant | |
| Your full name |  |
| Address |  |
|  |  |
|  |  |
| Post Code |  |
| Telephone Number |  |
| E-mail address |  |
| What is your relationship with the Applicant? |  |
| Evidence of entitlement to act on behalf of the Applicant, e.g., written and signed consent, Lasting Power of Attorney etc. |  |

|  |  |
| --- | --- |
| 4. Details of Request | |
| Date of Incident: | Time of Incident: |
| Exact Location: |  |
| Camera Number (if known) |  |
| Please provide as much information as possible to assist us in searching footage (including details of any clothing worn at the time). | |
| Any other information that may be relevant: | |

|  |
| --- |
| 5. 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 to.  Signed by  Date |
| Please note. Anyone who impersonates, or tries to obtain CCTV footage of another, may be guilty of an offence. |

Before returning this form:

* Have you completed all sections of this form?
* Have you enclosed two identification documents and a recent photograph of yourself?
* Have you signed and dated this form?