

## Data Subject Access Request

### Application Form 3 Northampton Borough Council CCTV SURVEILLANCE



**Data Protection Officer**  
Information Management  
Northampton Borough Council  
The Guildhall  
St. Giles Square  
Northampton, NN1 1DE  
Tel: (01604) 838536

### Date

Application No.

Data Protection Act 1998

**NBC**

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**DP**

## 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 the 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. Northampton Borough 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)

### Northampton Borough Council Rights

Northampton Borough 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 is payable for each access request.  
Cheques, postal orders, etc, should be made payable to Northampton Borough Council

**Your completed application form should be sent to the address at the top of this form**



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- Section 1** Asks you to give information about yourself that will help the council to confirm your identity. Northampton Borough Council has a duty to ensure that information it holds is secure and must be satisfied that you are who you say you are.
- Section 2** Asks you to provide recent 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**

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 CAPITAL LETTERS**

<b>Title (tick box as appropriate)</b>	Mr.	Mrs.	Miss.	Ms.	Other:
<b>Surname</b>					
<b>First Name</b>					
<b>Sex (tick box)</b>	Male			Female	
<b>Date of Birth</b>					
<b>Height</b>					
<b>Description of the clothing you were wearing</b>					

<b>Your current address</b> <i>(To which we will reply)</i>		
	<i>Postcode</i>	
<b>Previous address if you have moved within the last 3 years</b>		
<b>Dates of Occupancy</b>	From:	To:
<b>Contact details:</b> <i>A telephone number or email address will be helpful in case you need to be contacted about your request.</i>	Daytime Tel No.	
	Mobile No.	
	Email:	



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**SECTION 2 Proof Of Identity**

To help establish your identity your application must be accompanied by **TWO** original and recent or current 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**

*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.**

NOW –  
 Please complete section 5 and check the CHECK BOX (on page 5) before returning the form.



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**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 the back page of this form, in the same way, 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 the back page if necessary.

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

<b>A person reporting an offence or incident</b>	<input type="checkbox"/>
<b>A witness to an offence or incident</b>	<input type="checkbox"/>
<b>A victim of an offence or incident</b>	<input type="checkbox"/>
<b>A person accused or convicted of an offence</b>	<input type="checkbox"/>

<b>Other – Please explain</b>	
	<i>Please continue on the back page if necessary</i>

<b>Date(s) and time(s) of incident</b>	
<b>Place incident happened</b>	
<b>Vehicle / property details (if applicable)</b>	
<b>Brief details of incident</b>	
<i>Please continue on the back page if necessary</i>	



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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 (ten pound) 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 information and advice may be obtained from:

The Information Commissioner  
 Wycliffe House  
 Water Lane  
 Wilmslow  
 Cheshire  
 Sk9 5AF

Please note that this application for access to information must be made direct to Northampton Borough Council (address on page 1) and **NOT** to the Information Commissioner.

**OFFICIAL USE ONLY**

Please complete ALL of this section (refer to check box above).

Application checked and legible

Date Application Received

Identification documents checked?

Fee paid

Details of 2 documents (See page 3)

Method of payment

Receipt number

Documents returned?

NAME

Location

SIGNATURE

Date



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Please provide any additional information here

Please return your completed form to:

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The Guildhall  
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Northampton  
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