**GENERAL DATA PROTECTION REGULATION (GDPR)**

**DATA SUBJECT ACCESS REQUEST (FOR CCTV ONLY)**

**This form should not be used by third parties such as the Police or Insurance Companies submitting requests where the information is required for crime prevention and detection purposes or for use in court proceedings – they should instead refer to the CCTV pages on our web-site**

**PLEASE USE BLOCK CAPITALS**

The GDPR provides people with a right to ask for the personal information that organisations hold about them. People we hold information about are called Data Subjects.

Data protection laws allow you to ask for your personal information held on CCTV systems operated by Winchester City Council. We will need to know as much information as possible about where and when you think you have been recorded on our CCTV systems (time, date and place). You will also need to produce a current photograph so we can identify you in the footage.

Please note that CCTV footage is only kept for **28 days**.

We usually have one calendar month to respond to your request although this can be extended in some cases. There is normally no charge.

To enable us to deal promptly with your request and to satisfy ourselves as to your identity, please complete the following:

1. YOUR NAME & ADDRESS (OR IF YOU ARE ACTING ON BEHALF OF THE DATA SUBJECT, **THEIR** NAME AND ADDRESS):

 ……………………………………………………………………………………………

 ……………………………………………………………………………………………

 ……………………………………………………………………………………………

 DATE OF BIRTH (IF UNDER 18)………………………………………………….

 DAY TIME TELEPHONE NUMBER: ………………………………………………..

 EMAIL ADDRESS……………………………………………………………………

2. **FOR USE BY AGENTS OF THE DATA SUBJECT ONLY**

 YOUR NAME & ADDRESS

 ……………………………………………………………………………………………

 ……………………………………………………………………………………………

 ……………………………………………………………………………………………

 DAY TIME TELEPHONE NUMBER: ………………………………………………..

 EMAIL ADDRESS……………………………………………………………………

 Do you act on behalf of the data subject ?

 YES/NO

 Do you have their written authority to act on their behalf ?

 YES/NO

 If “YES”, please attach a copy of the authority to act on the data subject’s behalf .

 If “NO”, please answer the following:

 (i) What is your relationship to the data subject ? ……………..

 (ii) Can you provide written confirmation of your entitlement to act on the data

 subject’s behalf? YES/NO

3. **TO BE COMPLETED IN ALL CASES:**

 (i) Date, time and place when images of you and/or your vehicle were recorded

 on CCTV and vehicle registration number and description of vehicle

 (if applicable).

 ……………………………………………………………………………………

 ……………………………………………………………………………………

 (ii) Any other information that would help us to locate the CCTV footage.

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 ………. ………………………………………………………………………….

 …………………………………………………………………………………..

4. We will need to be satisfied as to your//the data subject’s identity. You will need to provide two copies of Proof of Identity (of the Data Subject) showing your/their name and address and a photograph to enable us to identify the correct images. If this is not possible, please contact our Data Protection Officer to discuss alternatives.

 The completed form with Proof of Identity should be returned by post or email to:

 Data Protection Officer,

 Winchester City Council,

 City Offices,

 Colebrook Street,

 Winchester, Hampshire SO23 9LJ.

 Email: legal@winchester.gov.uk

 Tel: 01962 840222

Signed: …………………………………………. ……… Dated: …………………..

**Privacy Notice**

The personal information that you provide in this form will only be used so that Winchester City Council can deal with your subject access request. Details will be scanned and retained for 3 years from completion of your request. Your personal information will not be shared outside of Winchester City Council except with your consent or where the law requires or allows it to be shared (for example with the Office of the Information Commissioner)

The Proof of Identity that you provide will be checked and then destroyed in our confidential waste. The photograph will be kept with your application form and retained for 3 years.

For further information about what Winchester City Council does with your personal, information, please see the general Privacy Policy and Data Protection and Privacy pages on our web-site: www.winchester.gov.uk

 **FOR OFFICE USE ONLY**

**Proof of Identity**

Details of documents supplied:

Name/title of council officer and date of checking documents:

Date copy documents destroyed/deleted :