

DATA SUBJECT ACCESS CCTV APPLICATION FORM

Under the UK General Data Protection Regulations (UK GDPR) and Data Protection Act 2018, an individual is entitled to ask the authority for a copy of all the personal information which it holds about them for the purposes of providing services to the individual. The information, which the individual is entitled to receive from the authority, includes a description of these purposes and the recipients to whom the data can be disclosed. This entitlement is known as the “Right of Access to Personal Data” which gives individuals the right to access their own personal data. Please complete this form, providing as much information as possible, should you wish to exercise your right in requesting disclosure of your data.

PLEASE NOTE THAT RECORDED DATA IS ONLY HELD FOR 30 DAYS BEFORE IT IS DELETED

I. PERSONAL DETAILS

Name:	
Address:	
Telephone Number:	E-mail Address:

2. INFORMATION REQUIRED

To help us find the CCTV data you require, please complete the following section below.

Date:		Time:	
Location:			
Description of Incident			

3. DECLARATION

I confirm that this is all of the personal data to which I am requesting access and which is held by the authority for its purposes. I also confirm that I am the Data Subject and not someone acting on his/her behalf.

Signed _____ Mr/Mrs/Ms/Title Date _____

or

I confirm that I am acting on behalf of the data subject and have submitted proof of my authority to do so.

Name			
Address			
Tele No.			
Signed		Date	

4. PROOF OF IDENTITY

Under the Data Protection Act 2018, we request evidence that this enquiry is genuine. Therefore, please enclose copies of at least two proofs of identity; one of these needs to be a driving licence or a passport, along with a recent utility bill or equivalent (a document detailing your current name & address).

If you are applying on someone else's behalf, please enclose proof of identity for both the data subject and for yourself, as well as documented authority to act on the Data Subjects behalf.

Failure to provide these documents with your application will mean that your request would be refused until proof of identification and address can be confirmed.

5. POSTAL ADDRESS

After completing the application form, please check to ensure that all the information you have provided is complete and accurate and all required documents are enclosed.

Please return the application form to:

**Royal Borough of Greenwich
FAO: Data Protection Team
Communities, Environment and Central Directorate
3rd Floor, the Woolwich centre
35 Wellington Street
Woolwich, London
SE18 6HQ**

Or send by email to: data.protection@royalgreenwich.gov.uk



The Royal Borough of Greenwich is committed to the principles defined in the Data Protection Act 2018. As such, information on this document will be used only for the purposes described above. We may, however, store the data in manual or electronic form, but only for as long as we are required to do so by law.