

# TATSFIELD PARISH COUNCIL

## CCTV System Policy Statement

### Appendix 2

## Data Protection Act 1998 – CCTV Data Subject Access Request

Tatsfield Parish Council operates a CCTV system within Tatsfield Parish for the following purposes:

- i) To Protect Tatsfield Parish Council property and assets.
- ii) To increase personal safety and help reduce the fear of crime in Tatsfield.
- iii) To support the Police in a bid to deter and detect crime.
- iv) To assist the Police in identifying, apprehending and prosecuting offenders.

The CCTV system is operated according to Tatsfield Parish Council's CCTV policy to ensure compliance with the Data Protection Act 1998. The Act allows for access to personal data that may have been captured and recorded. The Council may not be able to provide the information if it is exempt from disclosure under section 40 of The Freedom of Information Act 2000. Under this section any information requested that contains personal information about other people cannot be disclosed to you.

A fee of £10 is charged for data subject access requests and must be enclosed with the completed application form. Cheques should be made payable to "Tatsfield Parish Council".

The Following information is required in order for Tatsfield Parish Council to give a prompt and accurate response to your enquiry.

### **Section A. The Data Subject. Please enter your personal details:**

**Surname:**.....

**Title:**.....

**Forename(s)**.....

**Address:**.....

.....

.....

**Postcode:**.....

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**Please explain why you require the data as it may qualify as an exemption under the Data Protection Act and therefore be exempt from disclosure. We therefore need you to be specific as to why you have requested the data. If you believe that a crime may have been committed and captured on the data you have requested, we will arrange for the data to be secured and shown to the Police.**

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**Please provide a description of the data that is subject to this request, and any additional information that will enable us to locate it (e.g. time, date and location relating to the subject data access request).**

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#### **Section B. Declaration.**

I am the data subject named in section A of this document, and hereby request, under the provisions of Section 7 (1) of The Data Protection Act 1998, that Tatsfield Parish Council provide me with a copy of the personal data held about me under the provisions of the act, of which I am the subject.

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I enclose the fee of £10 payable.

**Signed:**.....

**Date:**.....

### Section C. Proof of Identity.

The Data Protection Act requires Tatsfield Parish Council to be satisfied as to the identity of the person making the request. If possible, please arrange with the Parish Clerk to view a form of identification containing a photograph (e.g. Passport or Driving Licence), or alternatively two other forms of identity containing your signature e.g. credit card, bank card).

If you are unable to do this, please provide a witness to your signature and ask them to complete section D of this form.

### Section D. Witness. (Must be over 18 years of age and not a relative)

I have witnessed the signature on section B (Declaration) of this form and certify that, to the best of my knowledge and belief, the declaration in section B of this document is correct.

**Signed:**.....

**Date:**.....

**Address:**.....

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**Postcode:**.....

**Please return the completed form and payment to: The Parish Clerk, Tatsfield Parish Council, 102A Sunningvale Ave, Biggin Hill, TN16 3TT**

For Tatsfield Parish Council Use Only	
<b>Application Reference Number:</b>	<b>DSAR No</b> .....
<b>Date valid Application received:</b>	

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<b>Reply by Date (40 days from receiving a valid application):</b>	
<b>Signed (Parish Clerk):</b>	
<b>Name (Print):</b>	.....
<b>Date:</b>	