



DATA PROTECTION ACT 1998 - SUBJECT ACCESS REQUEST FORM FOR CCTV

PLEASE USE BLOCK CAPITALS TO COMPLETE THIS FORM

The Data Protection Act provides Data Subjects (individuals to whom “personal data” relates) with a right to access data held about themselves, including data held on Closed Circuit Television (CCTV) systems.

To enable Hampshire County Council to deal promptly with your request for access, please complete the form, giving as much information as possible to help us identify your personal data.

Under the terms of the Data Protection Act 1998, Hampshire County Council has 40 days to comply with your request. The processing commences when your completed form and the fee of £10 are received by the Data Protection Officer, although the processing may be delayed if you have provided insufficient details.

1. Title, name and address of the applicant

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If you are the Data Subject (*The person whose information is held by Hampshire County Council*) please complete the following.

Date of birth.....Male/Female (Please delete)
Daytime telephone number

2. Are you the data subject? Yes/No (Please delete)
(The person to whom the personal data relates)

IF “YES” PLEASE PROCEED TO QUESTION 5

3. Are you the agent of the data subject with written authority? Yes/no
(Please delete)

If “YES” please attach a copy of the authority to act on the data subject’s behalf and enter the details required for the data subject in Question 4).

If “NO” please answer the following:

- (i) What is your relationship to the data subject?.....
- (ii) Can you provide confirmation of your entitlement to act on the data subject’s behalf? YES/NO (please delete).

4. FOR USE BY AGENTS OF THE DATA SUBJECT ONLY

Please give your daytime telephone number.....

Enter the data subject's title, name, address, date of birth and gender in the space provided: Male/Female (*Please delete*)

5. TO BE COMPLETED BY ALL APPLICANTS

In order for Hampshire County Council to identify what data you require access to, please provide the following information:

- (i) The exact date, time and location of the CCTV system containing the footage required:

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- (ii) Information sufficient to enable identification of the Data Subject (a full description including clothing and/or a photograph. Use a separate sheet of paper if necessary).

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- 6. I understand that it may be necessary for Hampshire County Council to obtain more detailed information in order to be satisfied as to my/the data subject's identity or locate my/the data subject's personal data.

I enclose the fee of £10 as requested (cheques and postal orders should be made payable to Hampshire County Council).

Please note that in the event that information supplied would seriously prejudice the prevention or detection of crime, Hampshire County Council have the right under the Data Protection Act to refuse requests for access.

Signed: Dated:

Return this form to The Data Protection Officer, Hampshire County Council, The Chief Executive's Department, Elizabeth II Court, Winchester, Hants. SO23 8UJ