

SUBJECT ACCESS REQUEST: SURVEILLANCE CAMERA DATA

Person's Full Name	
Date of Birth (Data Subject) Rank (Police)	
Address & Postcode or Police Station Address	
Contact Telephone Number	
Date and time the footage was captured	
Location; where the footage was captured	
Do you wish to view the footage?	YES / NO
Do you wish to have a copy of the footage?	YES / NO

Declaration

I declare that the information given by me is correct to the best of my knowledge and that I am entitled to apply for access to the Surveillance Camera Data referred to under the terms of The Data Protection Act 2018 (UK GDPR) (subject access requests/the right of access).

Tick as appropriate

- I am the Data Subject
- I am a Police Officer / Law enforcement
- I have been duly authorised to act by the person and attach the person's written authorisation (*confirm with person the scope of data requested)
- I have responsibility for the person who is incapable of understanding the nature of this request (authorisation attached) which is required on the grounds that:

Identification

In order to maintain confidentiality and to confirm your identity, before data can be released or viewed, please provide a copy of

Data Subject: Tick as appropriate

- Driving Licence
- or passport
- or birth certificate, Certificate of Registry of Birth or Adoption Certificate
- plus, a recent utility bill showing name and address (less than 3 months old)

Or

Police Requests: Tick as appropriate

- Police Warrant Card plus, either
- a written request for data, see Data Subject Access Request Policy 3.3.5
- a Court Order

I wish the data to be provided in the following format: Tick as appropriate

- I only wish to view the surveillance camera data
- Provide in a transferable format
- I wish to both view and be provided the surveillance camera data in a transferable format
- Other, please state preference:

Identity Verified: YES/NO Governance Officer Signed:

.....

Requestor Name (capitals):

Requestor Signature: **Date:**

GUIDANCE ON ACCESSING SURVEILLANCE CAMERA DATA

The Data Protection Act 2018 (UK GDPR)

The Data Protection Act 2018 (UK GDPR) gives every living person the right to apply for access to their information.

- You can request a permanent record, only in exceptional circumstances will you be *charged. All requests for access must be made using the Request for Access Surveillance Camera Data Form
- We will provide the Surveillance Camera Data in a mutually agreed format

In order to maintain confidentiality and to confirm your identity you will be asked to complete a Request for Access to Surveillance Camera Data form and to provide a copy of one of the following: Valid Driving Licence, valid passport, or birth certificate plus a copy of a recent utility bill (less than 3 months old) in order to verify your address. This is to safeguard against unauthorised and inappropriate access to your personal information.

On receipt of your completed Subject Access Request: Surveillance Camera Data Form, your request will be processed. We have one month to comply. Very occasionally it may not be possible to comply within this timeframe, but you will be informed if this is the case. Please specify exactly the nature of the information you require to enable us to process your request efficiently.

Your Surveillance Camera Data together with the Subject Access Request: Surveillance Camera Data Form will then be passed to the Governance Officer for permission to release the data you require.

Judgements about disclosure will be made by Healogics as operators of the surveillance system. Healogics has the discretion to refuse any request for information, unless there is an overriding legal obligation such as a court order; refusal of a request will be made where disclosure of data infringes the right to privacy of third-party individuals. Healogics will where possible redact third-party data. Once Healogics has disclosed information to another body, such as the police, they become the data controller for the copy they hold. It is their responsibility to comply with the DPA in relation to any further disclosures.

Once permission has been received from the Governance Officer the data will be made available to you. If collecting or wishing to view please bring a form of photo identification with you, either a driving licence or passport.

*We will charge an administration fee when a request is manifestly unfounded or excessive, particularly if it is repetitive or where further copies of the same information are requested. In exceptional circumstances we may refuse your request; in these circumstances we will explain why we have refused, inform you of your right to complain to a supervisory authority, the Information Commissioners Office, www.ico.org.uk