



SELKIRK BIDS

COMMUNITY PROCEDURES – To support Information Security Policy Framework 30.01.23 COUNCIL

SUBJECT ACCESS REQUEST FORM APPENDIX C

SELKIRK BIDS – CCTV

DATA PROTECTION ACT 2018 (incorporating GDPR 2018)

This document should be completed after reading the CCTV procedures document

How to Apply For Access To Information Held On the Selkirk BIDS – CCTV System

These notes explain how you can find out what information, if any, is held about you on the CCTV System. Please note that CCTV images are only retained for 28 days.

Your Rights

Subject to certain exemptions, you have a right to be told whether any personal data is held about you. You also have a right to a copy of that information in a permanent form except where the supply of such a copy is not possible or would involve disproportionate effort, or if you agree otherwise. Selkirk BIDS will only give that information if it is satisfied as to your identity. If release of the information will disclose information relating to another individual(s), who can be identified from that information, Selkirk BIDS is not obliged to comply with an access request unless –

- The other individual has consented to the disclosure of information, or
- It is reasonable in all the circumstances to comply with the request without the consent of the other individual(s)

Selkirk BIDSs Rights

Selkirk BIDS may deny access to information where the Regulation allows. The main exemptions in relation to information held on the CCTV System are where the information may be held for: Prevention and detection of crime

- Apprehension and prosecution of offenders
- And giving you the information may be likely to prejudice any of these purposes.

Fee

A fee to deal with this request is £10.00 in most circumstances. Applications can be made using this form

The Application Form: all sections of the form must be completed.

Section 1 Asks you to give information about yourself that will help confirm your identity. Selkirk BIDS has a duty to ensure that information it holds is secure and it must be satisfied that you are who you say you are.

Section 2 Asks you to provide evidence of your identity TWO pieces of ID (e.g. driving licence/passport containing a photograph); one of these must show your current address

Section 3 Asks you to confirm whether you will accept just viewing the information, or if you want a copy of the information.

Section 4 You must sign the declaration



SELKIRK BIDS

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SUBJECT ACCESS REQUEST FORM APPENDIX D

SELKIRK BIDS CCTV SURVEILLANCE SYSTEM

DATA PROTECTION ACT 2018 (incorporating the GDPR 2018)

SECTION 1 About Yourself

The information requested below is to help Selkirk BIDS satisfy itself as to your identity and find any data requested

PLEASE USE BLOCK LETTERS

Title (tick box as appropriate) Mr Mrs Miss Ms

Other title (e.g. Dr., Rev., etc.)

Surname/family name

First names

Maiden name/former names

Your Current Home Address

Post Code

A telephone number will be helpful in case you need to be contacted.

Tel. No.

SECTION 2 Proof of Identity

To establish your identity your application must be accompanied by TWO pieces of ID (e.g. driving licence/passport containing a photograph); one of these must show your current address

SECTION 3 Supply of Information

You have a right, subject to certain exceptions, to receive a copy of the information in a permanent form. Do you wish to:

(a) View the information and receive a permanent copy YES/NO

(b) Only view the information YES/NO

SECTION 4 Declaration

DECLARATION (to be signed by the applicant)

The information that I have supplied in this application is correct and I am the person to whom it relates.

Signed by _____

Date ____/____/____

Warning – a person who impersonates or attempts to impersonate another may be guilty of an offence.