

## Access to CCTV Footage Policy and Form

The council operates a CCTV system; we have 15 cameras covering the Village Centre and its car park, plus the adjacent grounds. The Parish Clerk is the person responsible for managing the CCTV operations and is trained in the use of the system. The Clerk adheres to the relevant CCTV Code of Practice and Operating Procedures.

Before completing this application form, please refer to the guidance on this page. You have the right to request CCTV footage of yourself under section 7 of the Data Protection Act 1998. You have a right to be provided with images of yourself, if we hold them, but not of any third parties. There is a £10 charge for processing a Subject Access Request application, which is payable by cheque to Thornley Parish Council or in cash. **CCTV footage is held by the council for a maximum period of 30 days only. Any footage requested beyond this time limit will not be available.**

Please be aware that Thornley Parish Council may refuse to provide footage to you whereby doing so would be likely to prejudice:

- Prevention and detection of crime
- Apprehension and prosecution of offenders.

If no data is held with regard to your request, or the data falls into a category exempted from disclosure, you will be notified in writing of this.

The council must respond to your request within 40 days, however, this period does not start until the council is satisfied about your identity and has enough details to locate the information you are seeking.

Important information if you have been: a victim of crime, involved in road traffic collision, or are an insurance company or legal representative. We are unable to accept Subject Access Requests in these instances because we will only be able to provide you with images of yourself and not third parties. If you have been a victim of crime you should call the police on 999 in an emergency or 101 non-emergency. The police can make a request direct to us to view our footage and, if held will be provided to the investigating officer. If you have been involved in a road traffic collision your insurance company can request footage under section 35 of the Data Protection Act 1998. These requests are subject to a £100 plus Vat, and the relevant footage will be sent to them. Please note the fee is payable even if the incident has not been captured.

**Please ensure you complete ALL sections of the application form, as incomplete forms may cause a delay with your application.**

**Section 1** Asks you to give information about yourself that will help the Council to confirm your identity. The Council has a duty to ensure that information it holds is secure and it must be satisfied that you are who you say you are and that you are entitled to have the requested information.

**Section 2** Asks you to provide photographic evidence of your identity. This can be in the form in the form of a current passport, driving licence, student card or similar. This is required so that

we can identify you in any footage. If you are unable to provide photographic evidence, please contact the Information Manager; details are shown below.

**Section 3** Asks you to provide details of the precise location, date and time of the footage you wish to be viewed, together with a description of what you were wearing. We will use your photographic evidence to assist us in identifying you during the search of the CCTV footage.

**Section 4** The declaration must be signed by you. Unsigned applications will be returned as incomplete and will not be processed until complete. Once completed, please submit your application, together with the fee and evidence of your identity to: The Parish Clerk, Parish Office, Thornley Village Centre, High Street, Thornley, Durham, DH6 3EL; Monday to Friday 9am to 4pm, Thursday 9am to 1pm.

## Application for Access to CCTV Footage

IMPORTANT - Please write in capital letters when completing this form

### Section 1 - Applicant details

Your name	
Date of birth	
Telephone number	
Email address	
Address including Post Code	

### Please complete this section if you are authorised to act on behalf of the applicant:

I have been authorised to act on behalf of the applicant named above. I declare that I will not disclose the information I receive other than to the person I am acting on behalf of; unless they give me their express permission:

Your name	
Relationship to Applicant	
Telephone number	
Email address	
Address including Post Code	

**Declaration:** I, as the named applicant below, authorise the named agent below, to seek access to my personal information held by Thornley Parish Council. I declare that this authorisation has been freely given.

Applicants' Name	
Name of Agent	
Signed by Applicant	
Date	

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### Section 2 - Proof of Identity

Please provide photographic evidence of your identity; this could be in the form of a current passport, driving licence, student card or similar. This is required so that we can identify you in any footage. If you are unable to provide photographic evidence, please contact the Parish Clerk. We are unable to process your application without proof of your identity.

### Section 3 - Search Information

<p><b>Date to be checked</b> CCTV footage is held by the council for a maximum of 30 days only. Any footage requested beyond this time limit will not be available.</p>	
<p><b>Time to be checked</b> A period of one hour only will be checked. If no end time given then 30 minutes before and 30 minutes after will be checked.</p>	
<p><b>Precise location</b> Please provide diagrams/maps/drawings if you feel this will assist</p>	
<p><b>Description of applicant</b> (what were you wearing at the time of incident to assist us in locating you in any footage)</p>	

### Section 4 – Declaration

To be signed by the applicant:

I certify that the information given on this form is accurate and true and that I am the person to whom it relates.

Signed:

Print Name:

Date:

*Thornley Parish Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the council will be processed in compliance with the eight principles of the Act. Information you have provided may be shared with other public sector organisations for the prevention and detection of fraud.*