Request for CCTV footage

This application form is used to allow individuals to see information about them on Gwynedd Council's CCTV system.

CHOOSE ONE OF THE FOLLOWING:

I am requesting my own personal CCTV information ☐

I am requesting CCTV information on behalf of someone else ☐

Part 1 – Applicant information

Title:	First name:	Surname:
Address:		
Town/City:	County:	
Post code:	Telephone number:	
e-mail:		

Part 2 – Representative information (if you are applying on behalf of someone else/client)

Title:	First name:	Surname:
Address:		
Town/City:	County:	
Post code:	Telephone number:	
e-mail:		
Reference (applicable to insurance companies/representing solicitors):		

Explain your right to receive CCTV images on behalf of an individual, for example a third-party signature:

What authorization have you enclosed? For example, a power of attorney, stamped court order or signed consent:

Part 3 - Identification

To help us establish your identity, you must include official documentation with your application form:

1. Proof of name and address - we accept a copy of a birth certificate, driving licence, copy of a recent utility bill or bank statement to confirm your name and address.
2. Proof of identity - in addition to the above, in order to identify you in any evidence you will need to provide a valid photo ID showing your face clearly (e.g., passport photo, passport or driving licence).

Please do not send original documents, good quality photocopies are accepted.

We can only provide evidence that refers to the individual named in this application. Evidence containing any information and/or other person(s) will not be released in accordance with the Data Protection Act 2018. If you require evidence that includes a third party then an insurance company/solicitor or the police should deal with your application.

Part 4 – Details of the event	
Time of incident:	
Date of incident:	
Location of incident:	
Our CCTV review will be based on the information provided below therefore try to be as specific as possible. It would be useful to include: exact location, specific landmarks, clothing descriptions, detailed description of the incident, vehicle descriptions if relevant to an accident (make, model, colour, third party vehicle details, vehicle registration numbers) road name(s) and direction of travel. Further details about the event:	

Statement	
I confirm that I am the person named in Section 1 and if relevant, have agreed for the person named in Section 2 to apply for CCTV on my behalf.	☐
I confirm that proof of identity documentation explained in Section 3 is included with this application.	☐
In exercising the right granted under the terms of the Data Protection Act 2018, I ask you to provide me with a copy of the above information. I understand that I will only accept evidence regarding this particular incident. No third-party information will be provided. If an insurance company or solicitor requests the information on my behalf, I understand that a copy can be provided as long as signed consent is included with this form.	☐
Name:	Date:
Signed:	

How we use your data
The information in this form will be used for the purpose of dealing with your request for information and will be processed under data protection legislation. It will not be shared outside of Cyngor Gwynedd and the information will be kept for a period of three years. For more information about your rights, see the privacy page on the Council's website.

Send this form, including proof of name, address and identification to:

cctvcyngorgwynedd@gwynedd.llyw.cymru

or

CCTV Manager, Depo Cibyn, Stad Ddiwydiannol Cibyn, Caernarfon, Gwynedd, LL55 2BF.