

Data Protection Act 1998

Subject access request – CCTV systems



This application form is used to allow individuals access to information held about them on Gwynedd Council's CCTV system. **If you have not already done so please enclose a cheque or postal order for £10 made payable to Gwynedd Council.** The Data Protection Act allows a charge of up to £10 to be made to process an application.

Gwynedd Council reserves the right to verify the identity of the individual making the request. Under the provisions of the Act Gwynedd Council must respond within 40 days to the request. If Gwynedd Council or the individual require further information e.g. proof of identity, the 40 days will recommence from the time the information is received. You will be notified in writing when your application is received.

Section 1 – Personal Details

Name	
Surname	
Date of birth	
Address	
Post Code	
Telephone	

Section 2 Proof of identity

To help establish your identity your application must be accompanied by official documents. For example: copy of birth certificate, driving licence, recent original utility bill.

Also a recent full face photograph of yourself.

Failure to provide this proof of identity may delay your application.

Section 3 Supply of Information

You have the 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) View the information only Yes/No

Section 4 – Declaration

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

Signed

Date

Section 5 – To Help us Find the Information

If the information you have requested refers to a specific offence or incident, please complete this Section.

If the information you require relates to a vehicle, property or other type of information, please note below.

Were you: (tick box below)

A person reporting an offence or incident

A witness to an offence or incident

A victim of an offence

A person accused or convicted of an offence

Other – please explain

Date and time of incident	
Place of incident	
Brief details of incident	

Before returning this form please check:

Have you completed ALL sections?

Have you enclosed the identification documents?

Have you signed and dated the form?

Have you enclosed the fee?

Please send this form to the Information Manager, Information Management Service, Gwynedd Council, Caernarfon, Gwynedd. LL55 1SH

Gwynedd Council (data controller) will process the information provided by you in this application for corporate purposes. Your personal details will be kept electronically and on paper.

