

# Request for information– CCTV systems

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



## Section 1 – Personal Details

<b>Name</b>	
<b>Surname</b>	
<b>Date of birth</b>	
<b>Address</b>	
<b>Post Code</b>	
<b>Telephone</b>	

## 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**

<b>Date and time of incident</b>	
<b>Place of incident</b>	
<b>Brief details of incident</b>	

**Before returning this form please check:**

**Have you completed ALL sections?**

**Have you enclosed the identification documents?**

**Have you signed and dated the form?**

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

### **How we use your information**

The personal information on the form will be used in order to process your request. It will be processed under data protection legislation. It will not be shared outside the Council and will be kept for a period of 3 years. For further information about your rights and details of how to complain, please visit the Privacy page on the website.

