

**Antrim and Newtownabbey Borough Council
Subject Access Request Form for CCTV Data
Data Protection Act 2018**

How to apply for access to information held on the CCTV System

Please note that CCTV recordings are only held for 30 days. Requests must be received within 25 days of the date for which the CCTV Data is requested in order to allow time for processing.

Complete all sections of the application form. Failure to do so may delay your application.

Section 1 Asks you to give information about yourself that will help the Council to confirm your identity. Antrim and Newtownabbey Borough 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.

Section 2 Asks you to give as much information regarding the CCTV data that you would like to have access to.

Section 3 Asks you to provide evidence of your identity by producing TWO official documents (one of which should be photographic and which between them clearly show your name, date of birth and current address) – copies are sufficient.

Section 4 Asks you to confirm whether you will accept just viewing the information or if you want a copy of the information

Section 5 You must sign the declaration

Information provided by you will be used to process your request. The Council's lawful basis for processing this information is compliance with our legal obligations under the Data Protection Act 2018. For more information see the Council website www.antrimandnewtownabbey.gov.uk

When you have completed and checked this form, take or send it together with the required TWO identification documents to:

Information Governance Manager,
Antrim and Newtownabbey Borough Council, Civic Centre, 50 Stiles Way,
Antrim, BT41 2UB

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. Antrim and Newtownabbey Borough Council 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, the Council is not obliged to comply with an access request unless:

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

Antrim and Newtownabbey Borough Council Rights

Antrim and Newtownabbey Borough Council may deny access to information where the Act allows. The main exemptions in relation to information held on the CCTV System are where the information may be likely to prejudice any of these purposes:

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

Antrim and Newtownabbey Borough Council
SUBJECT ACCESS REQUEST FORM FOR CCTV DATA

Section 1 About Yourself

The information requested below is to help the Council (a) satisfy itself as to your identity and (b) find any data held about you

1) Your Details

Date of Birth: Gender:

Surname: Forename:

Previous/alternative name(s):

1a) Current Address:

House Number and Street

Town

County

Postcode

Telephone Number

Email address

1b) Previous address (Please complete if you have lived at the above address for less than 10 years)

House Number and Street

Town

County

Postcode

Section 2 Help us find the information

In order to find the information you are looking for please complete the following:

Were you: (please tick 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

Details of incident/CCTV Footage required

Date(s) and times(s) of incident _____

Place incident occurred _____

Section 3 Proof of Identity

To help establish your identity your application must be accompanied by TWO official documents (one of which should be photographic) and that between them clearly show your name, date of birth and current address. For example, a birth/adoption certificate, driving license, medical card, passport or other official document that shows your name and address. Copies are sufficient.

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

Section 4

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 & receive a permanent copy
- or
- (b) Only view the information
- or
- (c) Only receive a permanent copy

Section 5 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.

Signature: _____ Date: _____

Antrim and Newtownabbey Borough Council will use your information for tracing the relevant CCTV footage, should it exist, and the information will be processed in a manner compatible with the Data Protection Act 2018. Any disclosures or sharing of information will only take place where required or permitted by law.

WARNING: A person who impersonates or attempts to impersonate another may be guilty of an offence

Antrim and Newtownabbey Borough Council will reply and set the start date for the one month period in which to respond to the request once the Council is satisfied upon the matters above and all sections have been completed and all appropriate documentation forwarded.

Checklist

Have you completed all of the appropriate sections?

Have you signed the form?

Have you enclosed appropriate documents to confirm your identity?

Completed forms should be returned to:

**Information Governance Manager,
Antrim and Newtownabbey Borough Council,
Civic Centre,
50 Stiles Way,
Antrim, BT41 2UB**

ANBC use only:

Date form received: _____ Adequate ID received: _____

Signed: _____ Date: _____

Was any CCTV footage extracted? Yes/No

If no, please tick the reasons why not:

Footage did not show the incident Image was unclear/blurry

Other: _____

Name of Officer/External Company who extracted the footage:
