

Antrim and Newtownabbey Borough Council
Subject Access Request Form for Surveillance Camera Footage
Data Protection Act 2018

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.

When requesting footage relating to an individual the Council will refer to this individual as the “data subject”.

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

Section 1 Asks you to give information about the data subject that will help the Council to confirm their identity. Antrim and Newtownabbey Borough Council has a duty to ensure that information it holds is secure and it must be satisfied that the data subject is who they say they are.

Section 2 This section should be completed if you are making the request on behalf of someone else.

Section 3 Asks you to give as much information as possible regarding the CCTV data that you would like to have access to.

Section 4 Asks you to provide evidence of the data subject's identity by producing TWO official documents (one of which should be photographic and which between them clearly show their name, date of birth and current address) – **copies are sufficient – originals should not be sent in the post.**

Section 5 Asks you to confirm whether you will accept just viewing the information or if you want a copy of the information.

Section 6 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 (by post or email) together with copies of the required TWO identification documents to:

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

Email: foi@antrimandnewtownabbey.gov.uk

Data Subject Rights

Subject to certain exemptions, data subjects have a right to be told whether any personal data is held about them. They 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 they agree otherwise. Antrim and Newtownabbey Borough Council will only give that information if it is satisfied as to the data subject's 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 the data subject**

1) Data Subject 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 the data subject has lived at the above address for less than 10 years)

House Number and Street

Town

County

Postcode

Section 2 To be completed if you are making the request on behalf of someone else ie you are not the data subject

2 (a) Are you acting on behalf of the Data Subject with their written authority or other legal authority (eg parental rights, insurance company, solicitor)?

Yes

Please enclose evidence/letter of authority.

Antrim and Newtownabbey Borough Council reserves the right to request further proof of identity.

2 (b) Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.

3(b) Please provide your contact details.

Surname: Forename:

Property Number and Street

Town

County

Postcode

Telephone Number

Email address

Section 3 Details of incident/CCTV Footage required

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

Place incident occurred _____

Section 4 Proof of Identity

To help establish the data subject's identity the application must be accompanied by TWO official documents (one of which should be photographic) and that between them clearly show the data subject's name, date of birth and current address. For example, a birth/adoption certificate, driving license, medical card, passport or other official document that shows name and address. **ORIGINALS SHOULD NOT BE SENT IN THE POST - COPIES ARE SUFFICIENT.**

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

Section 5

The data subject has a right, subject to certain exceptions, to receive a copy of the information in a permanent form. Are you requesting to:

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

Section 6 Declaration (to be signed by the requester)

I, _____ (requestor's name) certify that the information given in this request form to Antrim and Newtownabbey Borough Council is true. I understand that it is necessary for the Council to confirm my/the data subject's identity and I understand that it may be necessary to obtain more detailed information in order to locate the correct information.

Signature: _____ Date: _____
Requester

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 received and verified.

Checklist

Have you completed all of the appropriate sections?

Have you signed the form?

Have you enclosed appropriate documents to confirm the data subjects's identity, and your authority to act on their behalf if you are not the data subject?

Completed forms should be returned to:

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

Email: foi@antrimandnewtownabbey.gov.uk

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:
