



How to apply for access to information held on the South Kesteven District Council (SKDC) CCTV System.

These notes explain how you can find out what information, if any, is held about you on South Kesteven District Council's CCTV system.

Your Rights

Subject to certain exemptions, you have a right to demand access to all personal data held and processed by SKDC that relates to 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; would involve disproportionate effort; or if you agree otherwise. SKDC 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, 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 the disclosure of the information to the person making the request, or
- it is reasonable in all the circumstances to comply with the request without the consent of the other individual.

The Council's Rights

SKDC may deny access to information where the Data Protection Act 2018 allows. If the information you have requested refers to a specific offence or incident that is exempt in relation to information held, such as 'the prevention or detection of crime' or 'apprehension and prosecution of offenders' SKDC will deny access to information, as giving you the information may be likely to prejudice any of these purposes. If this is the case, you may still seek to obtain the information through a legal professional, under the Data Protection Act 2018 using our form 'Request for CCTV Images'.

Fee

THE APPLICATION FORM: (N.B. ALL sections of this form must be completed. 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. The 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 provide evidence of your identity by producing TWO official documents (photocopies are acceptable), which between them clearly show your name, date of birth and current address together with a recent full face photograph of you;

Section 3 Asks you to confirm whether you will accept just viewing the information or if you want a copy of the information;

Section 4 Asks you to sign a declaration;

Section 5 Asks you to provide us with specific details to assist us with locating the information you require.

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

The Data Protection Liaison Officer, South Kesteven District Council, Council Offices, St Peter's Hill, Grantham, Lincolnshire NG31 6PZ

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

SECTION 1 About yourself

Please complete this section in case we need to contact you regarding your application.
PLEASE USE BLOCK CAPITALS

| | |
|---|--|
| Title | |
| Family name/surname | |
| First name(s) | |
| Current home address including postcode (our reply will be sent to this address) | |
| Contact telephone number | |

SECTION 2 Proof of identity

To help establish your identity your application must be accompanied by:

- TWO official documents that between them clearly show your name, date of birth and current address. For example - a birth/adoption certificate, driving licence, medical card, passport or other official document that shows your name and address;
- A recent full face photograph of yourself.

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

| | | | | |
|-----------------------|-------------|------------|---------------|--|
| Sex (tick box) | Male | | Female | |
| Height | | Age | | |

SECTION 3 Supply of information

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 and receive a permanent copy?** **Yes / No***

(b) **only view the information?** **Yes / No***

*delete as applicable

SECTION 4 Declaration

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.

Signed

Date

Warning – a person who impersonates, attempts to impersonate another or tries to obtain CCTV footage of another may be guilty of an offence.

SECTION 5 To help us find the information

| | |
|---|--|
| Exact date(s) and time(s), (for example 10.30am on 1st October 2010) | |
| Exact place where you were - a detailed location is required, (for example 'Outside Boots the Chemist, High Street, Grantham') | |
| Brief details or other identification (for example I was standing by the door and had an orange jacket on) | |

Before returning this form please check that you have:

- **completed ALL sections of this form**
- **enclosed TWO identification documents and a photograph**
- **signed and dated the form**

Further information:

These notes are only a guide. Further information and advice may be found at:

www.ico.org.uk

Further information (continued)

Please note:

- (a) this application for access to information must be made direct to South Kesteven District Council and **NOT** to the Information Commissioner;
- (b) additional charges will be made for further copies of discs and any editing to exclude third party personal data.

If you have any queries regarding this form or your application, please telephone (01476) 40 60 80 and ask to speak with the CCTV control room manager.

FOR OFFICIAL USE ONLY

| | | | |
|-----------------------------------|---------|---|---------|
| Date application received | | Application checked and legible? | Yes/No* |
| Identification documents checked? | Yes/No* | Details of both documents (as specified in Section 2) | |
| Receipt no. | | Documents returned? | Yes/No* |
| Your name | | Your location | |
| Your signature | | Date | |

*delete as applicable