

How to apply for access to information held on Council CCTV Systems

These notes explain how you can find out what information, if any, is held about you on Council CCTV Systems.

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.

BCP 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 the disclosure of information, or
- It is reasonable in all circumstances to comply with the request without the consent of the other individual(s).

The Council's Rights

BCP 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 held for:

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

And giving you the information would be likely to prejudice any of these purposes.

The Application Form:

All sections of the 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 (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 | You must sign the declaration |

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

**THE DATA PROTECTION OFFICER, BCP COUNCIL,
TOWN HALL, BOURNE AVENUE, BOURNEMOUTH, BH2 6DY**
(Receptionist – please complete 'Official Use' Section on page 5)

**BOURNEMOUTH CHRISTCHURCH & POOLE (BCP) COUNCIL - CCTV
SURVEILLANCE SYSTEMS Data Protection Act 2018**

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.

PLEASE USE BLOCK LETTERS

Title <i>(Mr / Mrs / Ms / Miss / Dr / Rev / etc.)</i>	
Surname / Family name	
First names	
Maiden name / Former name <i>(if applicable)</i>	
Gender	
Height	
Age	

Your Current Home Address <i>(to which we will reply)</i>	
	Post Code:
A telephone number will be helpful in case you need to be contacted	Tel. No:

If you have lived at the above address for less than 3 years, please give your previous addresses for the period:

Previous Address(es)		
Dates of Occupancy	From:	To:
Dates of Occupancy	From:	To:

**BOURNEMOUTH CHRISTCHURCH & POOLE (BCP) COUNCIL - CCTV
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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 document that shows your name and address.

Also a recent, full face photograph of yourself.

Failure to provide this proof may delay your application.

SECTION 3 Supply of Information

You have a right, subject to certain exemptions, 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

SECTION 4 Declaration

DECLARATION *(to be signed by applicant)*

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

Signed by

Date

Warning – a person who impersonates or attempts to impersonate another may be guilty of an offence

NOW – please complete Section 4 and then check the ‘CHECK’ box (on page 5) before returning the form.

**BOURNEMOUTH CHRISTCHURCH & POOLE (BCP) COUNCIL - CCTV
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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.

Please complete a separate box in respect of different categories / incidents / involvement. Continue on a separate sheet, in the same way, if necessary.

If the information you require relates to a vehicle, property, or other type of information, please complete the relevant section overleaf.

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(s) and time(s) of incident	
Place incident happened	
Brief details of incident	

**BOURNEMOUTH CHRISTCHURCH & POOLE (BCP) COUNCIL - CCTV
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Before returning this form

Please check:

- Have you completed ALL Sections in this form?
- Have you enclosed TWO identification documents?
- Have you included a FULL face photograph?
- Have you signed and dated the form?

Further Information:

These notes are only a guide. The law is set out in the Data Protection Act 2018.

Further information and advice may be obtained from:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Please note that this application for access to information must be made direct to **BCP Council** (*address on page 1*) and **NOT** to the Information Commissioner.

OFFICIAL USE ONLY

Please complete ALL of this Section (*refer to 'CHECK' box above*).

Application checked and legible?

Date application received

Identification documents checked?

Details of 2 Documents (*see page 3*)

Documents copied and originals returned?

Member of staff completing this Section:

Name

Location

Signature

Date