



THATCHAM CCTV SURVEILLANCE SYSTEM

Request for Access to Data

Data Protection Act 1998 (“the Act”)

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

This document contains advice and information for the general public regarding data recorded by Thatcham Town Council’s CCTV system and the provisions of the Data Protection Act 1998.

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

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. Thatcham Town 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, Thatcham Town 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 the circumstances to comply with the request without the consent of the other individual(s)

Thatcham Town Council’s Rights

Thatcham Town 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.

Should the release of the data be likely to prejudice any of the above purposes then access can be refused.

The purposes for which images are recorded

Full details of the principles and criteria under which Thatcham Town Council owned CCTV systems operate may be found in the CCTV Code of Practice, available at <https://ico.org.uk/for-organisations/guide-to-data-protection/cctv/> and www.thatchamtowncouncil.gov.uk

Recorded images

All CCTV recordings are retained for a minimum period of 31 days. If no legitimate request for retention of the recordings has been made, it is then erased or overwritten. All requests for retention of recordings are considered against the provision of the Data Protection Act and the CCTV Code of Practice.

Recorded data will only be used for the purposes defined in the Code of Practice. Access to recorded data shall only take place in the circumstances defined in the Code of Practice and the provisions of relevant legislations.

Recorded data will not be sold or used for commercial purposes or the provision of entertainment. However, in exceptional circumstances images may be released but subject to strict controls with the approval of senior management.

All data released shall remain the property of Thatcham Town Council.

Disclosure to the general public

The showing of recorded data to the public will only be permitted in accordance with the CCTV Code of Practice and the provision of the Data Protection Act 1998.

In every case, a written application in an approved format; clearly showing the reason(s) for the request, is required.

A charge not exceeding the prescribed maximum is payable for each request to view recorded images.

Complaints

If you do have a cause to complain about any aspect of Thatcham Town Council's CCTV Systems, please write to the Town Clerk, Thatcham Town Council, Brownsfield Road, Thatcham, RG18 3HF.

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 us to confirm your identity. Thatcham Town 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 3 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 5 The declaration must be signed by you.

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

Thatcham Town Council, Council Offices, Brownsfield Road, Thatcham, RG18 3HF

If you have any queries regarding this form, or your application, please contact us on 01635 863592.

THATCHAM CCTV SURVEILLANCE SYSTEM

Request for Access to Data Data Protection Act 1998

SECTION 1 - About Yourself

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

Title	
Surname/Family Name	
First Names	
Gender	
Height	
Date of Birth	
Place of Birth	Town:
	Country:

Your Current Home Address (to which we will reply)	Postcode:
	Home:
Telephone number	Mobile:

THATCHAM CCTV SURVEILLANCE SYSTEM

Request for Access to Data

Data Protection Act 1998

SECTION 2 - To help us find the information

If the information you have requested refers to a specific offence or incident, please complete this Section

Are you: *(tick box below)*

A person reporting an offence or incident	
A witness to an offence of 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	
Details of incident	

THATCHAM CCTV SURVEILLANCE SYSTEM

Request for Access to Data

Data Protection Act 1998

SECTION 3 – 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.

Also a recent, full face photograph of you.

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

SECTION 4 - 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) Only view the information

YES/NO

Section 5 - 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 by

Date

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

THATCHAM CCTV SURVEILLANCE SYSTEM

Request for Access to Data Data Protection Act 1998

Please note that this application for access to information must be made direct to Thatcham Town Council and **NOT** to the Data Protection Commissioner.

**When you have completed and checked this form, take or send together with the required TWO identification documents and photograph to:
Thatcham Town Council, Council Offices, Brownsfield Road, Thatcham, RG18 3HF**

Further information

The law is set out in the Data Protection Act 1998. Further information and advice may be obtained from:-

**The office of the Data Protection Commissioner
Wycliffe House, Water Lane, Wilmslow,
Cheshire SK9 5AF
Tel:- 01625 545745**

OFFICIAL USE ONLY

Please complete ALL of this section

Application authorised by:	
Signature:	
Name & Role:	
Date:	

Member of staff completing this section:	Name		
	Signature		
Application complete and legible		Date application received	
Identification documents checked		Documents returned	
Details of identification documents checked			