



## **HOW TO APPLY FOR ACCESS TO INFORMATION HELD ON THE CCTV SYSTEM**

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. Torbay Council will only give that information if it is satisfied with 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 the circumstances to comply with the request without the consent of other individual(s).

### **The Council's Rights**

Torbay 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 may be likely to prejudice any of these purposes.

### **Further Information**

These notes are only a guide. The law is set out in the Data Protection Act 1998, which can be obtained from HMSO. Further information and advice may be obtained from:

**The Office of the Data Protection Commissioner,  
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF  
Telephone: (01625) 545745**

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

### **Fee**

A fee of £10 is payable for each access request, which must be in pounds sterling. Cheques, Postal Orders, etc should be made payable to '**Torbay Council**'

### **The Application Form**

***ALL sections of the form must be completed for the application to be processed.***

#### **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 original 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. You may also designate an agent to receive the data on your behalf by completing the appropriate section on this form.

#### **Section 4**

You must sign the declaration.

#### **Section 5**

Asks you to give details of where and when you think you were recorded on CCTV and other information that will assist us in locating the information you require. If this information is inadequate or not specific enough then the request may be declined.

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

**The CCTV Manager  
Torbay Council, Town Services  
Town Hall, Castle Circus  
Torquay, Devon TQ1 3DS**

If you have any queries regarding this form, or your application, please ring: **(01803) 310403**

*We are required to respond to you within 40 days but will endeavour to respond to you as soon as possible, normally within 14 days.*

## 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

<b>Title</b> <i>(tick box or add as appropriate)</i>	<b>Mr</b>	<b>Mrs</b>	<b>Miss</b>	<b>Ms</b>	<b>Other:</b> <i>(eg Dr. Rev.)</i>	
<b>Surname/family name:</b>						
<b>First names:</b>						
<b>Maiden name/former names:</b>						
<b>Height:</b>		<b>Sex</b> <i>(tick box)</i>	<b>Male</b>	<b>Female</b>		
<b>Date of Birth:</b>						
<b>Place of Birth:</b>	<b>Town</b>					<b>County</b>

<b>Your Current Home Address</b> <i>(to which we will reply)</i>		
		<b>Postcode</b>
<b>Telephone Number</b> <i>(in case we need to contact you)</i>		

If you have lived at the above address for less than 5 years, please give your previous addresses covering the last 5 years:

<b>Previous address 1:</b>		
<i>Dates of occupancy:</i>	<b>From:</b>	<b>To:</b>
<b>Previous address 2:</b>		
<i>Dates of occupancy:</i>	<b>From:</b>	<b>To:</b>
<b>Previous address 3:</b>		
<i>Dates of occupancy:</i>	<b>From:</b>	<b>To:</b>

## SECTION 2 Proof of Identity

To help establish your identity your application must be accompanied by **TWO** original official documents that between them clearly show your name, date of birth and current address. Photocopies are **NOT** acceptable.

For example: a birth/adoption certificate, driving licence, medical card, passport or other official document that shows your name, date of birth and current address.

Also, please securely attach a recent, full-face photograph of yourself.

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

Please Stick photo here securely

## SECTION 3 Supply of information

You have a right, subject to certain exceptions, to receive a copy of the information in a permanent form (video or print). Do you wish to (please tick ONE box):

- (a) View the information and receive a permanent copy yourself
- (b) Only view the information yourself
- (c) Designate an authorised agent to view and receive a permanent copy

**Name of agent:**

## SECTION 4 Declaration

**Declaration** (to be signed by the applicant)

I confirm that the information 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.**

### CHECK LIST

Before returning this form please check the following list:

- Have you completed ALL 5 sections in this form?
- Have you enclosed TWO identification documents?
- Have you signed and dated the form?
- Have you enclosed the £10.00 (ten pound) fee?

**NOW - PLEASE COMPLETE SECTION 5 BEFORE RETURNING THE FORM.**

## SECTION 5 To help us find the information

Please complete the details on the right with the date, time, location and information on how you can be easily identified at the scene. Without this specific information it may be impractical and therefore unreasonable to comply with this request.

If the information you have requested refers to a specific offence (which has or will be reported to the Police) or incident, or relates to a vehicle, property or other types of information - please complete the relevant sections below.

Please complete a separate sheet for each occasion by photocopying this page as required and firmly attaching it to this form.

### Time and location

<b>Date:</b>	
<b>Time:</b>	
<b>Location:</b>	
<b>How can you be identified at this location:</b> <i>(e.g. what you were wearing or what you were doing).</i>	

## SECTION 5 To help us find the information

### Incident

<b>Brief description of incident:</b>		
<b>Was a crime committed:</b>	<b>Yes</b>	<b>No</b>
<b>Were you:</b>	<input type="checkbox"/> A person reporting an incident <input type="checkbox"/> A victim of an incident <input type="checkbox"/> Convicted of an offence	<input type="checkbox"/> A witness to an incident <input type="checkbox"/> Accused of an offence <input type="checkbox"/> Other - please specify: ..... ..... .....
	Police Crime Number: <input style="width: 400px;" type="text"/>	

### Vehicle or property

<b>What is it:</b> <i>(e.g. car, cycle etc)</i>		
<b>Description:</b> <i>(make, model, colour reg. no, etc)</i>		
<b>Is this your legal property:</b>	<b>Yes</b>	<b>No</b>
<b>Other useful information:</b>		

## SECTION 5 To help us find the information

### Comments

**OFFICIAL USE ONLY**

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

Application checked and legible?

**Date Application Received**

Identification documents checked?

Fee Paid

Details of proof of identity - 2 documents (Section 2)

Method of Payment

Receipt No.

Documents Returned?

**Member of Staff completing this Section:**

Name

Location

Signature

Date