

Compton Parish Council

CCTV Subject Access Request



Individuals have the right to access a copy of or view an image of themselves in accordance with the Data Protection Act 2018. This document contains advice and information about how members of the public can access their personal information held on the CCTV system.

Your Rights

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 permanent form except where the supply of a copy is not possible. Compton Parish Council will only disclose that information if it is satisfied of your identity and if you have provided sufficient detail to enable the information to be found.

Compton Parish Council will make the final decision about any disclosures. Compton Parish Council is not obliged to comply with an access request under the following circumstances:

- If there is infringement upon another individual's rights and they do not wish to give their consent to disclose or cannot be contacted.
- If the disclosure might prejudice the detection of crime.
- If the request is deemed excessive or manifestly unfounded.

Use of CCTV Images

The full details of the principles and Compton Parish Council's CCTV policy can be found on our website within the list of policies. This complies with the guiding principles of the Surveillance Camera Code of Practice.

Recorded images and videos will be retained for 30 days, at which point, the recorded images and videos will be overwritten which will permanently delete them. Legitimate requests for retention of the recordings must occur within this time period or all videos and images will be permanently deleted or overwritten.

If you wish to request access to your personal information held on the CCTV system, please fill out the accompanying Subject Access Request form. All sections of the form must be completed; failure to do this will delay your application. All requests will be responded to within 1 calendar month.

Section 1 asks you to give information about yourself that will help us to confirm your identity. Compton Parish Council has a duty to ensure that the information it holds is secure and it must be satisfied as to your identity.

Section 2 asks you to provide details to help us find the information you require.

Section 3 asks you to provide 2 official documents that between them clearly show your name, date of birth and current address. One of them must have a full-face photograph of yourself on it.

Section 4 asks you to confirm how you wish to receive the information.

Section 5 asks you to sign and date a declaration that the information provided is correct.

When you have completed the form, please email it with the required 2 identification documents and photograph to ComptonParish@gmail.com

All data released will remain the property of Compton Parish Council.

Compton Parish Council
CCTV Subject Access Request Form

SECTION 1 – About Yourself

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

Full name:	
Gender:	
Height:	
Date of birth:	
Contact number:	
Current address:	

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)

A person reporting an offence or incident	
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A witness to an offence or incident	
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A victim of an offence	
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A person accused or convicted of an offence	
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Other – Please give details:

Date(s) and time(s) of incident:	
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Place incident happened:	
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Details of incident:

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