



STOCKPORT
METROPOLITAN BOROUGH COUNCIL



CCTV – Subject Access Request Form

Data Protection Act 1998

This form should only be used to request any personal data which may be held about you on Stockport Council's CCTV system (i.e. images of you captured on CCTV cameras).

Stockport Council has a network of CCTV cameras in various locations. The CCTV system is operated and managed by Solutions SK Ltd on behalf of the Council. Solutions SK is a wholly-owned company of Stockport Council. For the purposes of the Data Protection Act 1998 (DPA), Stockport Council is the data controller and Solutions SK is a data processor acting on the Council's behalf. This means that Solutions SK processes information captured on the CCTV system for purposes specified by Stockport Council. Although Solutions SK holds the information collected by the CCTV system, the Council is responsible for ensuring it is processed in compliance with the DPA.

Your rights

The DPA gives individuals the right to ask an organisation for a copy of some or all of the personal data it processes about them. This is called the right of subject access. If you make a subject access request (SAR) to ask for copies of your personal data held on the Council's CCTV system, we will provide you with all the personal data you are entitled to under the DPA within the appropriate timescale.

There may be cases where some or all of your personal data are exempt. This means we do not have to provide you with them. There are a number of circumstances where personal data may be exempt e.g. if they are processed for crime prevention and detection purposes. For further information about your rights under the DPA please see the data protection information on the Council's website.

Fee

Under the Data Protection (Subject Access)(Fees and Miscellaneous Provisions) Regulations 2000 Stockport Council is entitled to charge up to £10 for each SAR. This fee must be provided before we will respond to your request. Cheques or postal orders must be made payable to Stockport Metropolitan Borough Council.

Useful contacts

Completed forms and accompanying items should be returned to:

Data Protection and Freedom of Information Officer, Stockport Council, Town Hall, Edward Street, Stockport, Cheshire, SK1 3XE.

If you have any queries regarding the CCTV system or your form, please contact Solutions SK's CCTV Control Room Security Operations Manager on 0161 474 5557 or in writing at: Enterprise House, Oakhurst Drive, off Bird Hall Lane, Cheadle Heath, Stockport, SK3 0XT.

Section 1 – Your details

This information is required to help us verify your identity and locate the personal data you have requested. It will also enable us to identify you in any CCTV images. We will use the details you provide here to contact you about your SAR.

Surname:	
First names:	
Previously known as (if applicable):	
Address:	
Post Code:	
Gender (Male/Female):	
Approx. Height:	
Date of birth:	
Telephone number:	
Email:	

If you have lived at this address for less than two years please provide previous address below:

Section 2 – Personal data requested

Please provide as much detail as you can about the personal data you are requesting to help us locate it quickly (continuing on a separate sheet if necessary). If you are requesting information which relates to a specific incident or offence please ensure you complete this section.

Were you:

✓

A person reporting an offence or incident

☐

A witness to an offence or incident

☐

A victim of an offence

☐

A person accused of an offence

☐

Other – please explain:

Date and time of incident:	
Location:	
Brief details of incident:	

Section 3 – Additional information required

So that we can verify your identity and ensure we only send your personal data to you at your address and not to an unauthorised person you must provide:

- two different documents as evidence of your name and current address (you can send copies of these through the post which will be securely destroyed once we have verified your identity; however we reserve the right to ask to see original documents); and
- a recent full face photograph of you so we can identify you in any CCTV images.

You must also send a cheque or postal order for £10 made payable to Stockport Metropolitan Borough Council.

Section 4 – Declaration

Please complete the relevant declaration below. Ensure you only complete ONE declaration.

Declaration of data subject:

I confirm that I am the data subject named in Section 1 and I am requesting access to my own personal data. I understand that the information I have supplied will be used to confirm my identity and help locate the information I have requested. I also understand that it may be used for statistical and monitoring purposes.

Signed:	Date:
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Declaration of data subject for agent to act on their behalf:

I confirm that I am the data subject named in Section 1. I give permission for the person or organisation named below to act on my behalf in relation to my subject access request. I have enclosed the evidence of my identity referred to in Section 3 and confirm that I want my personal data to be sent to my representative at the address below. I understand that the information I have supplied will be used to confirm my identity and help locate the information I have requested. I also understand that it may be used for statistical and monitoring purposes.

Signed (data subject):	Date:
Name of agent:	
Relationship to data subject:	
Address:	
Post Code:	
Telephone number:	

Returning your completed form

Please send your completed form and the additional information requested in section 3 to:

Data Protection and Freedom of Information Officer, Stockport Metropolitan Borough Council, Town Hall, Edward Street, Stockport, Cheshire, SK1 3XE.

For Stockport Council use only:

Form received by:	
Department:	
Telephone number:	
Date received:	
Original evidence of ID checked and returned to requester:	YES/NO
Type of ID seen/supplied:	
Date returned:	
If received by post, copy ID documents attached:	YES/NO
If yes, ID verified and documents shredded by:	
If no, date evidence of ID requested:	
Fee attached:	YES/NO
If no, date fee requested:	
Date fee received:	
40 calendar days expire on:	
Request referred to (Officer's name):	
Date:	
Response completed and sent on:	