

Subject Access Request Form – CCTV

**Crawley Borough Council**

**PLEASE NOTE THAT RECORDED DATA IS ONLY HELD FOR 31 DAYS BEFORE IT IS DELETED**

**Please use block capitals**

**Section 1: About yourself**

Name				
Home address (including postcode)				
Telephone Number				
Email address				
Gender (tick box)	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Date of Birth				

**Section 2. To help us find the CCTV data you require, please complete the following section**

<b>Date</b>		<b>Time (to nearest hour)</b>	
<b>Location</b>			
<b>Brief details of incident</b>			
<b>Brief description of what you were wearing</b>			

**Section 3: Fee and proof of identity**

There is a fee of £10 for Data Subject Access Request. Please enclose a cheque made payable to 'Crawley Borough Council'.

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, utility bill or other official document that shows your name and address.

We will also need a recent, full-face photograph of yourself.

**Section 4: 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

Date

**Before returning this form please check:**

- **Have you completed ALL Sections in this form?**
- **Have you enclosed TWO identification documents?**
- **Have you enclosed a full face photograph of yourself?**
- **Have you signed and dated the form?**
- **Have you enclosed the £10.00 (ten pound) fee?**

Please return the completed form to:

The Principal Lawyer  
Corporate Support  
Legal and Democratic Services  
Crawley Borough Council  
Town Hall  
The Boulevard  
Crawley  
West Sussex  
RH10 1UZ

If you would prefer not to send official documents through the post please call into the main reception where copies of your documents can be taken. Please bring this form with you.

- **Information will only be used by Crawley Borough Council and its employees in accordance with the Data Protection Act 1998. Crawley Borough Council will not supply information to any other organisation or individual except to the extent permitted by the Data Protection Act and which is required or permitted by law in carrying out any of its proper functions.**