



# Data Protection Act 2018 CCTV Subject Access Request

**Data Protection:** We will use the information you provide to process your subject access request and for monitoring and statistical purposes.

It may be necessary to share your information with Coventry City Council internal departments, in order to complete your request.

More information on how we handle personal information and your rights under the data protection legislation can be found in our [Privacy Notice](#).

Your completed form and identification documents should be sent to:

**Information Governance Team, Coventry City Council, PO Box 15, Council House, Coventry, CV1 5RR or sent by email to: [informationgovernance@coventry.gov.uk](mailto:informationgovernance@coventry.gov.uk)**

### **Things to note about CCTV Subject Access Requests:**

Images are held for a maximum of **30 days** from time of recording, after which they are automatically overwritten.

If the relevant images are held and there are no issues affecting disclosure (see below) it will be provided either as still images or as a written description of the footage.

**PLEASE NOTE THIRD PARTY DETAILS, INCLUDING VEHICLE REGISTRATION NUMBERS CANNOT BE DISCLOSED.**

The request will not be successful if for example, you do not provide enough detail about the incident, your timeframe is too broad or it is not a Coventry City Council camera.

### **1. Applicant Details**

Your full name

Address

Telephone No.

E-mail address

..... Post code .....

### **2. Requester Details**

(a) Are you the Data Subject (the person in the images)?



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Yes

No

If you answered 'Yes', go straight to Question 3 on page two. Otherwise, please provide the information below.

(b) If you are NOT the Data Subject, state your relationship to them in the space below.

(c) Describe your legal entitlement to receive details of their Personal Data, as well as details of the written authority you are submitting from the Data Subject which supports this entitlement.

(d) Please provide details of the Data Subject on whose behalf you are acting.

Full name of Data Subject	
Address	..... ..... .....
Post code.....	
Telephone No.	

### 3. CCTV Image Details

N.B. Our search for information relating to the Data Subject will ONLY be based using the information you provide below.

Date and time of incident when you believe image was captured (within 1 hour)



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Detailed location of incident	
Brief description of incident (include vehicle details, if applicable)	
If relevant, description of the clothing worn by the Data Subject who may be in the image	

### **Accepted Proofs of Identification**

This **must** be at least one item from each list.

NB List 3 is only applicable if you are asking for images about yourself or a vehicle you own.

However if you choose to make the request via email, you will need to provide **two documents from Column A as well as one from column B.**

Please tick the appropriate boxes to indicate which documents you have enclosed.

#### **List 1:**

- Current full driving licence
- Photo page of current, valid passport
- Birth certificate **OR** Certificate of Registry of Birth **OR** Adoption Certificate

#### **List 2:**

- Utility Bill **OR** Council Tax demand in the data subject's name for the last quarter
- Bank, Building Society or Credit Card statement in the data subject's name for the last quarter



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### List 3:

Vehicle registration document (log Book) if requesting images of your Vehicle

A recent passport sized photo if Requesting image of yourself

**NB:** *If the Data Subject's name is now different from that shown on the document you submit, you must also supply evidence to confirm the change of name e.g. Marriage Certificate, Decree Absolute or Decree Nisi papers, Deed Poll or Statutory Declaration*

### How to submit the form and identification

You may post your documents (recorded delivery) to:

Information Governance, Coventry City Council, PO Box 15, Council House, Coventry, CV1 5RR  
or submit by email to: [informationgovernance@coventry.gov.uk](mailto:informationgovernance@coventry.gov.uk)

### Formal Declaration

I confirm that this is all of the Personal Data to which I am requesting access. I also confirm that I am the Data Subject/acting on behalf of the Data Subject (delete as appropriate).

Signed

Print  
Name

Date

### Make sure you have:

- (a) completed this form;
- (b) signed the declaration above;
- (c) enclosed verification and identification documents.