



WIRKSWORTH TOWN COUNCIL

TOWN HALL, WIRKSWORTH, DERBYSHIRE DE4 4EU

Email: enquiries@wirksworth.gov.uk

Website: www.wirksworthtowncouncil.gov.uk

Clerk to the Town Council & Responsible Financial Officer:
Paul Jennings BEng (Hons), Cert ICM

Office hours: 8:30am-12:30 Mon-Thurs

CCTV Subject Access Form

The Data Protection Act gives anyone the right to ask Wirksworth Town Council for a copy of the CCTV footage that it holds about them for the purposes of providing services to them. Please use this form to request personal information you think may have been recorded on a CCTV camera that the Town Council is responsible for. You are not entitled to see information about a third party without their consent.

Please note we only retain footage for a specific period. We recommend that you contact us before submitting your request.

Personal Details

Name:	
Address:	
	*Please attach details of former address if lived in current address less than 2 years
Postcode:	
Telephone:	
Email address:	

Proof of identity

For your protection, and the security of the data, the Council will need to confirm that you are the person whom the data is about, and will require proof of your identity before it releases the data. If you ask someone to act on your behalf, the Council will need proof of this, and the person's identity. We may contact you to confirm that you have authorised someone to do this. **In order to process your request we require the following:**

	Office use (Name, sign & date to confirm seen)
Up-to-date photograph of data subject	
Two original pieces of documentation (please circle)	
*Bank statement (showing name & address)	
*Utility bill (e.g. Gas, Water)	
Passport	
Driving License	
Birth certificate	
Other –please state:	

* Dated within 3 months of request

CCTV information required	
Date(s) of incident	
Time(s) of incident (start/finish)	
Place/ address incident happened	
Details of incident	
Crime Number (if reported to Police)	
Vehicle details (if relevant)	
If you believe that a Wirksworth Town Council CCTV camera covers the incident area, please explain the camera location	
Reason for requesting footage	
Do you require a copy of footage or to view the footage?	

Declaration (to be signed by the applicant in all cases)	
<p>The information that I have supplied in this application is correct and I am the person to whom it relates.</p> <p>Name: _____</p> <p>Signed: _____ Date: _____</p>	

Please return your completed form and accompanying documents to:

Subject Access Request
 Wirksworth Town Council
 Town Hall
 Wirksworth
 Derbyshire
 DE4 4EU

Queries: ☎ 01629 823408

Always send important documents by special delivery or bring to the council office in person. Wirksworth Town Council cannot be held liable for items lost in the post.

<p>All personal information provided to Wirksworth Town Council will be held and treated in confidence in accordance with the Data Protection Legislation. It will only be used for the purpose of obtaining the requested CCTV footage.</p>
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