

CCTV Subject Access Request Application Form

These notes explain how you find out what information, if any is held about you on the Public Space CCTV system operated by The London Borough Of Hammersmith and Fulham.

Your Rights

Withholding certain exemptions, 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 a permanent form except where such a copy is not possible or would involve disproportionate effort, or if you agree otherwise. The London Borough of Hammersmith and Fulham Council will only give that information if it is satisfied as to your identity. If release of the information will disclose information relating to another individual(s), who can be identified from that information, the council is not obliged to comply with an access request unless: -

- The other individual has consented to the disclosure of the information, or
- It is reasonable in all the circumstances to comply with the request without the consent of the other individual(s).

The Councils Rights

The London Borough of Hammersmith and Fulham Council may deny access to information where the Act allows.

The main exemptions in relation to information held on the CCTV system are where the information may be held for: -

- The Prevention and Detection of Crime.
- The Apprehension and Prosecution of Offenders.

We hold CCTV footage for a calendar month if the request is not made within this time frame we may no longer have the footage.

The Application Form

Section 1

Asks you to give information about yourself that will help to confirm your identity. We have a duty to ensure that information we hold is secure and we must be satisfied that you are who you say you are.

Section 2

Asks you to provide Two Proofs of ID and the documents considered suitable.

Section 3

Asks you if you wish to have a permanent copy of the information, or receive acknowledgement of that fact

Section 4

Asks you to help us to find the information you are requesting

Section 5

You must sign the Declaration.

When you have completed and checked the Application Form, post it together with copies of the required two identification documents to:

CCTV SAR
Room 16
Hammersmith Town Hall
King Street
Hammersmith
London
W6 9JU

Section 1 About Yourself

The information requested below is to help the council to satisfy itself as to your identity and find any data held about you.

Your Title (Mr, Miss, Ms, Mrs, Dr)

Surname / Family Name

First Names

Maiden Name / Former Name

Sex

Height

Date of Birth

Place of Birth

Town

County

Your Current Home Address
(To which we will reply)

Telephone Number

Section 2 Proof of Identity

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
- Or other official document that shows your name and address.

You may provide photocopies of these documents but might be required to produce the original documents at a later stage.

Section 3 Supply of Information

You have a right, subject to certain exceptions, to receive a copy of the information in a permanent form.

Do you want to receive a permanent copy? Yes No

If the information you have requested refers to a specific offence or incident, please complete this section.

Are you the victim of an offence? Yes No

Are you a person accused or convicted of an offence? Yes No

Section 4 The Incident Form

Date(s) and time(s) of Incident

Exact Location of Incident

Section 5 Declaration

The information I have supplied in this application is correct and I am the person to whom it relates

Signed

Date

Warning – A person who impersonates or attempts to impersonate another may be guilty of an offence.

Before returning this form

Have you completed ALL sections of this form?

Have you enclosed copies of Two Identification Documents? Have you signed and dated the form?

What happens now?

- In most cases we will inform you if your request has been granted within 10 working days of the receipt of your subject access request or explain why your request has been denied.
- If we find the information (data) relevant to your request, we will either supply a written confirmation that your details were captured, or provide this in evidential form, to you or your representative.
- London Borough of Hammersmith and Fulham Council shall retain the copyright of any data provided. The data shall not be used for Public Entertainment or commercial gain.

Further Information

These notes are for guidance only. The law is set out in the Data Protection Act, 2018, obtainable from The Stationary Office. Further information and advice about The Act may be obtained from:

The Office of the Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
TEL. (01625) 545745

Please post the completed application form to:

CCTV SAR
Room 16
Hammersmith Town Hall
King Street
Hammersmith
London
W6 9JU

Or email it to CCTVinfo@lbhf.gov.uk