

NEW FOREST DISTRICT COUNCIL CCTV SYSTEM
Data Protection Act, 1998

How to Apply For Access To Information Held On the CCTV System

These notes explain how you can find out what information, if any, is held about you on the CCTV System.

Your Rights

Subject to 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 the supply of such a copy is not possible or would involve disproportionate effort, or if you agree otherwise. New Forest District 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 information, or
- * It is reasonable in all the circumstances to comply with the request without the consent of the other individual(s)

NEW FOREST DISTRICT COUNCIL CCTV System Owners Rights

New Forest District 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:

- * Prevention and detection of crime
- * Apprehension and prosecution of offenders

And giving you the information may be likely to prejudice any of these purposes.

Fee

A fee of £10 is payable for each access request, which must be in pounds sterling. Cheques, Postal Orders, etc. should be made payable to '**New Forest District Council**'.

THE APPLICATION FORM:

**(NB. ALL sections of the form must be completed.
Failure to do so may delay your application).**

- | | |
|-----------|--|
| Section 1 | Asks you to give information about yourself that will help the Council to confirm your identity. The New Forest District Council has a duty to ensure that information it holds is secure and it must be satisfied that you are who you say you are. |
| Section 2 | Asks you to provide evidence of your identity by producing TWO official documents (which between them clearly show your name, date of birth and current address) together with a recent full-face photograph of you. |
| Section 3 | Asks you to confirm whether you will accept just viewing the information, or if you want a copy of the information. |
| Section 4 | You must sign the declaration |

When you have completed and checked this form, take or send it together with the required TWO identification documents, photograph, and fee to:

**THE CCTV MANAGER
NEW FOREST DISTRICT COUNCIL
APPLETREE COURT
LYNDHURST SO43 7PA**

or take it to any main New Forest District Council building in this District.
(RECEPTIONIST to note - please complete 'Official Use' Section)

If you have any queries regarding this form, or your application, please ring the System Manager on
(023 80) 2855214

Further Information: *These notes are only a guide. The law is set out in the Data Protection Act, 1998, obtainable from The Stationery Office. Further information and advice may also be obtained from: The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel. (01625) 545745.*

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SECTION 1 *About Yourself*

The information requested below is to help the Council (a) satisfy itself as to your identity and (b) find any data held about you.

PLEASE USE BLOCK LETTERS

Title <small>(tick box)</small>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Surname/ Family name	<input style="width: 90%;" type="text"/>
Other Title <small>(eg Dr., Rev.)</small>	<input style="width: 100%;" type="text"/>				First name(s)	<input style="width: 90%;" type="text"/>
Sex <small>(tick box)</small>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth			
Height	<input style="width: 100%;" type="text"/>				Place of Birth: Town	<input style="width: 90%;" type="text"/>
					County	<input style="width: 150px;" type="text"/>
					Country	<input style="width: 100px;" type="text"/>

Your current address
(to which we will reply)

County Postcode Country

A telephone number will be helpful
in case you need to be contacted

E-mail address

If you have lived at the above address for less than 10 years, please supply previous addresses

<input style="width: 100%; height: 20px;" type="text"/>	<small>County</small>	<input style="width: 100%; height: 20px;" type="text"/>	<small>Postcode</small>	<input style="width: 100%; height: 20px;" type="text"/>	<small>Country</small>	<input style="width: 100%; height: 20px;" type="text"/>
			<small>date of occupancy from</small>	<input style="width: 100%; height: 20px;" type="text"/>	<small>to</small>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<small>County</small>	<input style="width: 100%; height: 20px;" type="text"/>	<small>Postcode</small>	<input style="width: 100%; height: 20px;" type="text"/>	<small>Country</small>	<input style="width: 100%; height: 20px;" type="text"/>
			<small>date of occupancy from</small>	<input style="width: 100%; height: 20px;" type="text"/>	<small>to</small>	<input style="width: 100%; height: 20px;" type="text"/>

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 **must** also supply a recent, full-face photograph of yourself.

Failure to provide this proof of identity may delay your application

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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 wish to: (tick box)

- (a) View the information and receive a permanent copy
- (b) View the information only

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 by:

Date

Warning - a person who impersonates or attempts to impersonate another, may be guilty of an offence.

SECTION 5 *To Help Us Find the Information*

*If the information you require refers to a specific offence or incident, please complete **this section** .
Please complete a separate box in respect of different categories/incidents/involvement. Continue on a separate sheet, in the same way, if necessary.*

*If the information you require relates to a vehicle, property, or other type of information, please complete the relevant section **overleaf** .*

Were you: (tick box)

- A person reporting an offence or incident A witness to an offence or incident
- A person accused or convicted of an offence A victim of an offence
- Other if so, please explain

Date and time of incident

Location

Brief details

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SECTION 5 *To Help Us Find the Information*

Please complete this section if the information you require relates to a vehicle, property, or other type of information.

Vehicle Details

Make of vehicle **Model**

Vehicle Registration No **Colour**

Other details

Property Details

Other Information

Before returning this form - please check:

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

OFFICIAL USE ONLY

Please complete ALL of this Section (refer to 'CHECK' box above)

Application checked and legible? Date application received

Recent full-face photograph enclosed? Method of Payment

Identification documents enclosed? Details of 2 documents (see Section 1)

Receipt No.

Fee Paid

Documents returned?

Staff member accepting

Sign print Location Date