



INSTITUTE OF EDUCATION – CCTV ACCESS REQUEST FORM

Subject Access Request Form – CCTV data (Pursuant with section 7 of the Data Protection Act 1998)

The Rights of Data Subjects

Data Subjects have a right to be told of whether a Data Controller of a CCTV system holds any personal data about them. They are entitled to view that data and to ask for a copy in a legible format. This right is subject to certain conditions and exceptions.

A request to access CCTV data can only be made in writing and is subject to a search fee of £10 in each case. No Subject Access Request will be processed until payment has been received.

Disclosure of personal data is limited to the Data Subject or authorized Legal Representative. To ensure personal data is not released to the wrong person, a Data Controller must be satisfied of applicant's identity. To that end the following information and documentation is required:

1. A recent colour passport photograph (originals only please)
2. One additional piece of photo ID e.g. new style driving licence or passport. (copies are acceptable)
3. A document displaying the applicants home address, e.g. utility bill, bank statement (copies are acceptable)

CHECK LIST	Recent full face colour photograph	YES/NO
	One additional item of photo identification	YES/NO
	One documentary address identification	YES/NO
	The fee of £10	YES/NO
	Complete Sections 1 and 2	YES/NO
	Sign and date form, Section 3 (a) or 3 (b)	YES/NO

Once fully completed, this form should be taken or sent to the Data Controller at the following address: Data Protection Officer, Institute of Education, University of London, 20 Bedford Way, London WC1H 0AL

The Data Controller has 40 days in which to comply with this Subject Access Request following receipt of the completed form and fee.

Section 1 – About You (or the person you are applying on behalf of)

The information required in this section is essential to enable the Data Controller to satisfy themselves as to your identity before releasing personal data. Please write neatly in **block letters** using **black ink**.

Title (e.g. Mr, Mrs)	
Surname	
First name(s)	
Maiden Name (if applicable)	
Gender	Male..... Female.....
Height (feet or metres) <hr/> Please give details of any distinguishing features	
Date of Birth	
Place of Birth	
Current Home Address	Post Code
Telephone (optional)	
How long at this address	Years..... Months.....
Previous address if less than 3 years at above address	
How long at this address	From..... To.....

Section 2 – Locating the relevant data

CCTV systems hold many millions of individual images for relatively short periods of time. The CCTV policy statement provided with this form will state how long CCTV data is retained by this CCTV system before being routinely processed or destroyed. To enable the Data Controller to locate the required information, all applicants must give a full and accurate description of the times, dates and location of their likely presence on the CCTV system. If incomplete or inaccurate information is provided, the Data Controller may be entitled to refuse the Subject Access Request.

Dates(s)	
Times between and
Location (be as precise as possible)	
Clothes worn	
Description of anyone with you (or the person you are applying for)	
Does the request relate to a specific incident?	Yes No
If YES, please give brief details	
If a vehicle was involved please give details	Registration Number..... Make..... Model..... Colour.....

Section 3 (a) – Personal Declaration

I, the below named person, apply for access to data I believe the Data Controller may hold as recorded data relating to myself on the CCTV system. I confirm that the answers to questions in Section 1 and 2 are accurate and understand that it is an offence to impersonate another to gain access Personal Data.

Print Name
Sign and Date	Signed..... Date / /

Section 3 (b) – Declaration of authorized Legal Representative

I, the below named person, confirm that I am an authorised Legal Representative of the person described in Section 1, and that I have submitted copies of all the relevant documentation to support this. I confirm that, to the best of my knowledge, the answers to questions in Section 1 and 2 are accurate and understand that it is an offence to falsify documentation in order to apply for Personal Data on behalf of another person.

Print Name
Sign and Date	Signed..... Date / /

For further information on the Data Protection Act contact the office of the Information Commissioner via the details below:

The Office of Information Commissioner
Wycliffe house
Water Lane
Wilmslow
Cheshire SK9 5AF

Tel: 01625 545745
Fax: 01625 524510
E-mail: mail@ico.gsi.gov.uk

www.dataprotection.gov.uk

