

Request for disclosure of CCTV Footage under the Data Protection Act 1998 Sections 7 or 35

This form can be returned by email foi@cardiff.gov.uk

NOTE: Information requested is provided to you at the discretion of the Cardiff Council in line with our statutory requirements under the Data Protection Act. Failure to complete all parts of this form could result in your request being rejected.

Section One: Requested information (to be completed in all cases)

Fields marked* are mandatory

Title*

First Name*

Surname*

Date of Birth

House Number*

Street Name*

Town*

Postcode*

Email Address (Optional)

Date and time of incident*

Location (please also specify if a camera was fixed to a Council building)

Details of incident*

Section Two: How would you like us to handle your request.

I wish to obtain CCTV footage under the Subject Access Provisions of the Data Protection Act 1998.

I understand that my request will be handled under Section 7 (1) and I will only receive footage of myself and that any third party information such as registration numbers will not be provided and **will be pixelated.**

I have:

- Enclosed the £10 statutory fee
- Enclosed a clear certified copy of valid Photographic ID - i.e. Passport, Drivers Licence.
- Enclosed Proof of address (bank statement, or a utility bill, dated within the last three months)
- Signed Section 4 of this form

OR

I wish to obtain CCTV footage under Section 35 of the Data Protection Act 1998.

I require details of third parties involved in an incident such as registration numbers. I understand that my request will be handled under Section 35 of the Data Protection Act and any footage if held can only be released to a Solicitor or Insurance company acting on my behalf. We make an administration charge for section 35 requests to cover our costs e.g. providing CCTV footage, locating and copying information. The current charge for a section 35 request is £75.00. (This fee is waived for not-for-profit organisations submitting requests on behalf of their clients.)

I have the following:

- Enclosed the £10 initial fee
- Enclosed a clear certified copy of valid Photographic ID - i.e. Passport, Drivers Licence.
- Enclosed Proof of address (bank statement, or a utility bill, dated within the last three months)
- Enclosed a signed Consent Form
- Enclosed Insurance Company/ Solicitor details
- Signed Section 4 of this form

Section Three: Requests for information under Section 35 of the Data Protection Act 1998

Complete this section of consent if you are requesting information under Section 35. We require information about the insurance company/solicitor you would like to represent you. Any information we hold will then be released to them on your behalf.

I authorise to be provided with the recorded information regarding myself held by Cardiff Council under Section 7(1) of the Data Protection Act 1998.

Signed (individual): Date:

Fields marked* are mandatory

Insurance Company/Solicitor*

Named Contact (If known)

Policy Number/ Case Reference

Number*

Street Name*

Town*

Postcode*

Email Address (Optional)

Section Four: Declaration

Please note: that the £10 fee is non-refundable as it is required in line with the statutory requirements of the Act for conducting a search

Data Subject Declaration

In exercise of the right granted to me under the terms of the Data Protection Act 1998, I request that you provide me with a copy of the personal data about me which you process for the purposes I have indicated above. I confirm that the above is all of the personal data to which I am requesting access and which is held by the Council for its purposes. I also confirm that I am the subject of this information and not someone acting on my behalf. I understand that this request is subject to a £10 fee.

Signed **Date**

Please return completed forms to:

The Data Protection Officer

Cardiff Council

Improvement & Information Management

County Hall

Atlantic Wharf

Cardiff Bay

CF10 4UW

Email: foi@cardiff.gov.uk