**East Staffordshire Borough Council**

**CCTV Subject Access Request Form**

**IMPORTANT—BEFORE FILLING OUT THIS FORM PLEASE READ THE FOLLOWING:**

**Under Data Protection legislation we are prevented from disclosing CCTV under the following circumstances:**

* **A request is a crime or it has been reported to the Police**
* **Insurance Purposes**

**It is the responsibility for either the Police or your Insurance Company to apply for the footage. They can do this by contacting** **enforcement@eaststaffsbc.gov.uk**

|  |  |
| --- | --- |
| **Your contact details** |  |
| Name:Address:Postcode: |  |
| Telephone Number: | This is not mandatory, however it would assist us with your enquiry should we require further information**.** |
| **Request Details** |  |
| Location of Footage Request:Description of Incident and Reason for Request: |  |
| **Date of Incident** |  |
| Day:Month: Year: |  |
| **Time Between** |  |
| **Exact Location of Incident** |  |
| **Is the incident in relation to your car?** |  |
| **Was another car involved in the incident?** |  |
| **GDPR Statement:** | The information you have provided within your request will be held on our database and may also be held within manual records for a period of 3 years from the date East Staffordshire Borough Council received your request. Any personal data that you provide to East Staffordshire Borough Council will be held in line with the requirements set out within the General Data Protection Regulations 2018. For more information on how your information is used, how we maintain the security of your Information, and your rights to access information we hold on you, please visit the East Staffordshire Borough Council website and view our Privacy Notice.Top of Form  |