Appendix 1

Tolleshunt Knights Parish Council
CCTV Subject Access Request Form

BEFORE completing this form please read the following;

- The release of images captured by the parish council's CCTV equipment to a member of the public or outside body (excluding law enforcement agencies) will be made in accordance with the Information Commissioners Code of Practice, Data Protection Act 1998 and General Data Protection Regulation (GDPR).

- The parish council reserves the right to edit images to meet its obligations under the Information Commissioners Code of Practice, Data Protection Act 1998 and GDPR.

- Any images released to a member of the public or outside body may not be used for any commercial or media purpose (this includes social media) or shared with any person(s) or organisations, without specific permission from Tolleshunt Knights Parish Council.

- As identified in the parish council's CCTV policy; images will only be held for a period of 60 days and then deleted. Any requests outside of this time period will be rejected.

- The parish council reserves the right to decline this request if it doesn't meet the criteria stated above, the parish council's CCTV policy, or is manifestly unreasonable.

- The parish council reserves the right to request proof of identification from the requestor.

- The parish council has one month to respond to this request.

- Should the image(s) requested be found; a fee may be charged to the requestor for a copy of these images if the request is manifestly unfounded or excessive, or if it is a repeat request.

  The requestor must sign for receipt of the image(s)

Please provide the following information in relation to your request;

(If this is not completed accurately your request may be declined)

Date of request:	
Name of requestor:	
Time and date the images were recorded: (Please be as specific as possible and include a description of yourself if applicable)	
Reason for request:	
Requestor contact details: (Please include a telephone number or email address)	

Declaration

I confirm that I agree with the conditions of access to CCTV images held by Tolleshunt Knights Parish Council, and have provided accurate information in relation to this request.

_____ _____

Signed **Date**

_____

Print name

For office use only

Request number:	
Date response required by:	
Images found (Y/N):	
Images found by:	
Authorisation images can be released:	
Image format of release:	
Method of release:	

Reason(s) if images can't be released: Date completed: Completed by:	