



PANGBOURNE PARISH COUNCIL

SUBJECT ACCESS REQUEST FORM

Individuals have the right to access a copy of or view an image of themselves in accordance with the Data Protection Act 2018. This document contains advice and information about how members of the public can access their personal information held on the CCTV system.

Your rights

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 permanent form except where the supply of a copy is not possible. Pangbourne Parish Council will only disclose that information if it is satisfied of your identity and if you have provided sufficient detail to enable the information to be found.

Pangbourne Parish Council will make the final decision about any disclosures. Pangbourne Parish Council is not obliged to comply with an access request under the following circumstances:

- If there is infringement upon another individual's rights and they do not wish to give their consent to disclose or cannot be contacted.
- If the disclosure might prejudice the detection of crime.
- If the request is deemed excessive or manifestly unfounded.

Use of CCTV images

The full details of the principles and Pangbourne Parish Council's CCTV policy can be found here ^{***}. This complies with the guiding principles of the Surveillance Camera Code of Practice <https://www.gov.uk/government/publications/surveillance-camera-code-of-practice>

Recorded images and videos will be retained until the hard disc is full. After this has happened the recorded images and videos will be overwritten which will permanently delete them. This is likely to happen after a period of 30 days. Legitimate requests for retention of the recordings must occur within this time period or all videos and images will be permanently deleted or overwritten.

If you wish to request access to your personal information held on the CCTV system, please fill out the accompanying Subject Access Request form. All sections of the form must be completed; failure to do this will delay your application. All requests will be responded to within 1 calendar month.

Section 1 asks you to give information about yourself that will help us to confirm your identity. Pangbourne Parish Council has a duty to ensure that the information it holds is secure and it must be satisfied as to your identity.

Section 2 asks you to provide details to help us find the information you require.

Section 3 asks you to provide 2 official documents that between them clearly show your name, date of birth and current address. One of them must have a full-face photograph of yourself on it.

Section 4 asks you to confirm how you wish to receive the information.

Section 5 asks you to sign and date a declaration that the information provided is correct.

When you have completed the form, please take or send it together with the required 2 identification documents and photograph to:

Clerk to Pangbourne Parish Council, Pangbourne Parish Office, Village Hall, Station Road, Pangbourne, RG8 7AN.

All data released will remain the property of Pangbourne Parish Council.

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SECTION 1 – About Yourself

The information requested below is to help us satisfy ourselves as to your identity and find any data held about you.

Title	
Surname/Family Name	
First Names	
Gender	
Height	
Date of Birth	
Place of Birth	

Your current home address (we will reply to this address)	Postcode:
Telephone number	Home:
	Mobile:

SECTION 2 – To help us find the information

If the information you have requested refers to a specific offence or incident, please complete this section

Are you: (tick box)

A person reporting an offence or incident	
A witness to an offence or incident	
A victim of an offence	
A person accused or convicted of an offence	

Other – Please give details	
Date(s) and time(s) of incident	
Place incident happened	
Details of incident	

SECTION 3 – Proof of Identity

To help us establish your identity, your application must be accompanied by 2 official documents that between them clearly show your name, date of birth and current address.

For example: driving licence, medical card, passport or other official document that shows your name, address and a full-face photograph of yourself.

Failure to provide this proof of identity may delay your application

SECTION 4 – Supply of information

You have the right, subject to certain exceptions, to receive a copy of the information in a permanent form.

Do you wish to?

- a) View the information and receive a permanent copy YES / NO
- b) Only view the information YES / NO

SECTION 5 – Declaration

The information that I have supplied in this application is correct and I am the person to whom it relates.

Signed by

Date

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When you have completed the form, please take or send it together with the required 2 identification documents and photograph to:

Clerk to Pangbourne Parish Council, Pangbourne Parish Office, Village Hall, Station Road, Pangbourne, RG8 7AN.

OFFICIAL USE ONLY

Application authorised by:	
Signature:	
Name and Role:	
Date:	

Member of staff completing this section	Name
	Signature
Date application received	
Application valid, complete and legible	
Details of identification documents checked	
Documents returned (if applicable)	