



**DATA PROTECTION ACT 1998
CCTV Subject Access Application Form**

This form is to be completed when you request information pertaining to you that has been recorded on CCTV by Gateshead Council

We will keep this form on file for 2 years after we reply to your request. WE may transfer some of the information you give on this form to a computerised database to help us monitor and improve our performance. After two years we will destroy this form and delete identifying details from our database.

Date of request.....

Name.....Mr/Mrs/Miss/Ms

Address.....
.....
.....

Postcode.....Telephone No.....

Location of camera.....

Relevant dates.....

Relevant Times.....

Data Subject Declaration

I wish to access personal data in the form of CCTV images that Gateshead has recorded on its CCTV system.

I understand that the Council may need to contact me to confirm my identity. I understand the council may need more information from me to find the personal data that I have requested. The 40 day reply period will begin once I provide all the information the Council needs to find my personal data.

I confirm that **I am the Data Subject and** not someone acting on his her behalf.

I confirm that the enclosed photograph is a true likeness of me.

Please send me the information I am entitled to under section 7(1) of Data Protection Act 1998.

Signed.....date.....

Please return this form to:

Gateshead Council
Information Rights Officer
Corporate Administration
Legal and Corporate Services
Civic Centre
Regent Street
Gateshead
NE8 1HH

Or by e-mail to informationrights@gateshead.gov.uk
Or by fax on 0191 4332192

If you would like help completing this form please contact the Council's Information Rights Officer on 0191 4332192