

**DATA PROTECTION ACT 2018**  
**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 two 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/Ms/Other)**

**Address**

**Postcode**

**Telephone No**

**Location of camera**

**Relevant dates**

**Relevant Times**

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**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 30 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 the Data Protection Act 2018.

**Signed**

**Date**

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Please return this form to:  
Gateshead Council  
Information Rights Officer  
Corporate Services and Governance  
Civic Centre  
Regent Street  
Gateshead  
NE8 1HH

Or by e-mail to [informationrights@gateshead.gov.uk](mailto:informationrights@gateshead.gov.uk)