

HUNGERFORD TOWN COUNCIL'S CCTV SURVEILLANCE SYSTEM

This document contains advice and information for the general public regarding data recorded by Hungerford Town Council's CCTV Systems and the provisions of the Data Protection Act 1998.

THE PURPOSES FOR WHICH IMAGES ARE RECORDED

Full details of the principles and criteria under which Council owned CCTV systems operate may be found in the CCTV Code of Practice (copies are available from the Town Council Office), or from the website www.hungerford-tc.gov.uk

RECORDED IMAGES

All CCTV recordings are retained for a minimum period of 31 days. If no legitimate request for retention of the recording has been made, it is then erased or overwritten. All requests for retention of recordings are considered against the provision of the Data Protection Act and the CCTV Code of Practice.

Recorded data will only be used for the purposes defined in the Code of Practice. Access to recorded data shall only take place in the circumstances defined in the Code of Practice and the provisions of relevant legislation.

Recorded data will not be sold or used for commercial purposes or the provision of entertainment. However, in exceptional circumstances images may be released but subject to strict controls and with the approval of senior management.

All data released shall remain the property of Hungerford Town Council.

DISCLOSURE TO THE GENERAL PUBLIC

The showing of recorded data to the public will only be permitted in accordance with the CCTV Code of Practice and the provision of the Data Protection Act 1998.

In every case, a written application in an approved format (application forms are available from Environmental Services); clearly showing the reason(s) for the request is required.

A charge not exceeding the prescribed maximum is payable for each request to view recorded images.

COMPLAINTS

If you do have cause to complain about any aspect of the Council's CCTV Systems, please write to the Town Clerk, Hungerford Town Council, The Library, Church St, Hungerford, RG17 0SU.

HUNGERFORD TOWN COUNCIL CCTV SURVEILLANCE SYSTEM
Data Protection Act 1998
How to Apply for Access to Information Held on the CCTV System

These notes explain how you can find out what information, if any, is held about you on the CCTV system.

Your Rights

Subject to certain exemptions, 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 a permanent form except where the supply of such a copy is not possible or would involve disproportionate effort, or if you agree otherwise. Hungerford Town Council will only give that information if it is satisfied as to your identify. If release of the information will disclose information relating to another individual(s) who can be identified from that information, Hungerford Town Council is not obliged to comply with an access request unless: -

- The other individual has consented to the disclosure of information, or
- It is reasonable in all the circumstances to comply with the request without the consent of the other individual(s).

Hungerford Town Council Rights

Hungerford Town Council may deny access to information where the Act allows. The main exemptions in relation to information held on the CCTV System are where the information may be held for: -

- Prevention and detection of crime.
- Apprehension and prosecution of offenders.

Should the release of the data likely prejudice any of the above purposes then access can be refused.

Fee

A fee of £10 is payable for each access request, which must be in pounds sterling. Cheques, Postal Orders, etc., should be made payable to Hungerford Town Council.

THE APPLICATION FORM:

All sections of the form must be completed; failure to do so may delay your application

Section 1 Asks you to give information about yourself that will help us to confirm your identity. We have a duty to ensure that information it holds is secure and it must be satisfied that you are who you say you are.

Section 2 Asks you to provide evidence of your identity by producing TWO official documents (which between them clearly show your name, date of birth and current address), together with a recent full face photograph of you.

Section 3 The declaration must be signed by you.

When you have completed and checked this form, take or send it, together with the required TWO identification documents, photograph and fee to:-

Hungerford Town Council, The Library, Church St, Hungerford RG17 0JG

If you have any queries regarding this form, or your application, please contact us on, 01488 686195

HUNGERFORD TOWN COUNCIL CCTV SURVEILLANCE SYSTEM

Request for Access to Data Data Protection Act 1998

SECTION 1 - About Yourself

The information requested below is to help us (a) satisfy ourselves as to your identify and (b) find any data held about you.

PLEASE USE BLOCK LETTERS

Title (<i>tick box as appropriate</i>)	Mr		Mrs		Miss		Ms	
Other Title (<i>e.g. Dr., Rev., etc.</i>)								
Surname/Family Name								
First Names								
Maiden Name/Former Names								
Sex (<i>tick box</i>)	Male			Female				
Height								
Date of Birth								
Place of Birth	Town							
	Country							

Your Current Home Address			
<i>(to which we will reply)</i>			
A telephone number will be helpful in case you need to be contacted.	Postcode		Tel. No.

If you have lived at the above address for less than 10 years, please give your previous address for the period.

Previous addresses		
Dates of Occupancy	From:	To:
Dates of Occupancy	From:	To:

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SECTION 2 - Proof of Identity

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

For example: a birth/adoption certificate, driving licence, medical card, passport or other official document that shows your name and address.

Also a recent, full face photograph of you.

Failure to provide this proof of identity may delay your application.

SECTION 3 - Supply of Information

You have a 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 4 - Declaration

DECLARATION (to be signed by the applicant)

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

Signed by

Date

Warning – a person who impersonates or attempts to impersonate another may be guilty of an offence.

NOW – please complete Section 5 and then check the 'CHECK' box (on page 5) before returning the form.

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SECTION 5 - To Help us Find the Information

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

Were you: *(tick box below)*

A person reporting an offence or incident	<input type="checkbox"/>
A witness to an offence or incident	<input type="checkbox"/>
A victim of an offence	<input type="checkbox"/>
A person accused or convicted of an offence	<input type="checkbox"/>
Other – please explain	
Date(s) and time(s) of incident	
Place incident happened	
Brief details of incident	

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Further Information:

These notes are only a guide. The law is set out in the Data Protection Act 1998, obtainable from a Government Stationery Office. Further information and advice may be obtained from:-

The Office of the Data Protection Commissioner
Wycliffe House, Water Lane, Wilmslow,
Cheshire SK9 5AF
Tel:- 01625 545745

Please note that this application for access to information must be made direct to Hungerford Town Council

(Address on Page 1) and **NOT** to the Data Protection Commissioner

OFFICIAL USE ONLY

Please complete ALL of this section (refer to CHECK box above)

Application complete and legible			Date application received	
Identification documents checked			Fee paid	
Details of documents (see page 4)			Method of payment	
			Receipt No.	
Member of staff completing this section			Documents returned	
Name			Location	
Signature			Date	