# Surveillance Camera Subject Access Request (SAR) Form

Reigate & Banstead Borough Council (RBBC) is a data controller as defined by UK GDPR with the ICO registration number Z5833130.

Under the Data Protection Act 2018 and UK GDPR, you have the right to ask any organisation whether it holds any of your personal data and to see a copy of that information. This includes data held on computers, paper files and surveillance camera systems.

Under the UK GDPR, RBBC must deal with these requests free of charge and within one calendar month, subject to certain exemptions.

If you require copies of information the council may hold, please complete all sections below and return this form, giving as much information as possible to help us identify your personal information and send it to us together with the necessary verification details.

**Please note: surveillance footage is typically only held for 30 days before it is automatically deleted.**

Part 1: Person that the information relates to (data subject)

|  |  |
| --- | --- |
| First name  including any middle name(s). Please state any alias or other name(s) you may also be known as. |  |
| Surname  Please state your maiden name as well, if appropriate. |  |
| Date of birth |  |
| Address |  |
| Previous address (if less than three years at the above address) |  |
| Telephone number |  |
| Email address |  |
| Relationship to organisation |  |
| Identifying reference numbers |  |
| Please enclose one piece of identification from each of the lists below as proof of the identity of the data subject:  1. Examples of acceptable name identification:   * Current driver’s licence. * Current passport. * Birth certificate. * A copy of a change of name document for instance a marriage certificate.   2. Examples of acceptable proof of address:   * Recent utility bill. *\** * Bank statement. *\** * Council tax bill. *\** * Recent correspondence with the council.   *\* Bills should be no more than 3 months old.* | Item 1:  Item 2: |

Part 2: Is the requested information about you (are you the data subject)?

No, the information is not about me.(go to **part 3**).

Or

Yes, the information is about me.(go to **part 4**).

Part 3: Person (agent) acting on behalf of the data subject

|  |  |
| --- | --- |
| Full name |  |
| Address |  |
| Telephone number |  |
| What is your relationship to the data subject? (e.g. parent, carer, legal representative): |  |
| Please provide proof of your entitlement to act on behalf of the Data Subject.  This may include a Power of Attorney, or a letter or declaration signed by the person indicating they wish you to act on their behalf.  Please enclose:  1. Written proof of your authority to act on behalf of the third party, acceptable authority includes:   * A letter of authority lasting or enduring power of attorney. * Evidence of parental responsibility. * Other (please specify).   2. Enclose a form of acceptable name identification (listed above) for yourself | Item 1:  Item 2: |

Part 4: Details of the information being requested

To help us find the footage you require, please complete the following section and be as accurate as possible with times, location, and identification.

|  |  |
| --- | --- |
| Date |  |
| Time |  |
| Or if a date range | From:  To: |
| Location |  |
| Description of incident:  Please continue on another sheet if necessary. |  |
| If this is a crime (for example, theft or assault) has it been reported to the police? |  |
| If yes, what is the ‘Crime Reference Number’: |  |
| Vehicle details (if applicable): | VRM:  Colour:  Make  Model:  Distinguishing features: |

Part 5: Declaration

I certify that the information given on this form is true. I understand that it is necessary for Reigate & Banstead Borough Council to confirm my identity and that of the Data Subject (where different) and it may be necessary to obtain more detailed information in order to comply with this application.

**Please note – it is a criminal offence to attempt to obtain another person’s personal information by deception.**

|  |  |
| --- | --- |
| Print name |  |
| Signed |  |
| Date |  |

The personal information you provide on this form will only be used by Reigate & Banstead Borough Council for the purpose of locating any information to which you are requesting access. It will only be kept for the period specified in our Retention Policy, details of which are available on request.

Part 6: Checklist

Have you included everything:

|  |  |
| --- | --- |
| Data Subject’s personal details |  |
| Data Subject’s Postal Address |  |
| Your address (if different) |  |
| Have you completed Part 4 of this form to the best of your knowledge? |  |
| Proof of Identity (Data Subject) |  |
| Proof of Identity (if you are acting on behalf of someone else) |  |
| Power of Attorney, Court Order, or consent of Data Subject (if appropriate) |  |
| Proof of Change of Name (if appropriate) |  |
| Have you signed the form? |  |

If you are sending original documents, you may wish to send your document by recorded delivery.

If you are sending copies, these must be signed and certified as genuine by someone who knows you. It should include their name, address, telephone number and the capacity in which they know you.

**Note**: we must respond to your request promptly and within one calendar month. This period will not begin until we are satisfied about your identity and that of the data subject (where different).

If the information contains details of another person, we may need to seek their consent before we can provide that information to you.

**Please email this completed form to:**

[data.protection@reigate-banstead.gov.uk](mailto:data.protection@reigate-banstead.gov.uk)

or send it to:

Subject Access Requests,

FAO: The Data Protection Officer,

Town Hall,

Castlefield Road,

Reigate,

Surrey,

RH2 0SH

If there is anything about this form which is unclear, or if you would like advice about your application or assistance with completion, please contact the Policy & Information team on:

Tel: 01737 276 000 (ask to speak to the Data Protection Officer).

Thank you.