

CCTV SUBJECT ACCESS REQUEST FORM

The UK GDPR gives individuals (data subjects) the right to access their personal data which includes CCTV images. Only the data of the individual data subject who is making the request can be released.

Therefore, where the recorded images contain the data of other 3rd parties, this cannot be released under Subject Access as this would be in breach of their privacy rights.

Please complete this form, providing as much information as possible, should you wish to exercise your right in requesting disclosure of your data recorded on CCTV.

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| **1. PERSONAL DETAILS** | | |
| Applicant’s full name: | | |
| Applicant’s postal address: | | |
| Applicant’s email address: | | |
| **2. INFORMATION REQUIRED** | | |
| **To help us find the CCTV data you require, please complete the following section.** | | |
| Location/position of CCTV camera: | | |
| Date image taken: | | Time image taken: |
| Brief description of the applicant’s appearance and likely activities captured by CCTV:  A recent photograph is also required to assist identification of the relevant images. | | |
| Any other information that might assist us in finding the information required: | | |
| Do you require a hard copy of the image or would “viewing” the images be sufficient? | Hard copy Viewing | |
| **3. DECLARATION** |  | |
| I confirm that all of the information I have provided is correct and that I am the Data Subject. | | |
| Signed: | Date: | |
| **OR**  I confirm that I am acting on behalf of the Data Subject and have submitted proof of my authority to do so. | | |
| Name: |  | |
| Postal address: |  | |
| Email address: |  | |
| Signed: | Date: | |
| **4. PROOF OF IDENTITY** |  | |
| If you are the Data Subject, please supply evidence of your identity: driving licence or passport  If you are applying on someone else’s behalf, please enclose documented authority to act on the Data Subject’s behalf. | | |
| **5. POSTAL ADDRESS** |  | |
| After completing the application form, please check to ensure that all the information you have provided is accurate and all the required documents are enclosed.  Please return the application form to:  **University Secretary**  **University of Worcester**  **Worcester WR2 6AJ**  [**infoassurance@worc.ac.uk**](mailto:infoassurance@worc.ac.uk) | | |