Tameside MBC is a Data Controller registered with offices of the Information Commissioner and Surveillance Camera Commissioner. This to ensure that any data we gather about you will be processed, stored and distributed lawfully and to give you the confidence that we will respect your right to privacy at all times.

**National Standard for the Release of Data to a Third Party**

Every request for the release of personal data generated by the Tameside CCTV System will be channelled through the System Manager or his/her representative. The System Manager will ensure the principles contained within Tameside CCTV Code of Practice are followed at all times.

In complying with the national standard for the release of data to third parties, it is intended, as far as reasonably practicable, to safeguard the individual’s rights to privacy and to give effect to the following principles:

* Recorded material shall be processed lawfully and fairly, and used only for the purposes defined in the Tameside CCTV Code of Practice (The Code);
* Access to recorded material will only take place in accordance with the standards outlined in Appendix 3 of The Code;
* The release or disclosure of data for commercial or entertainment purposes is specifically prohibited.

Data released to a third party remains the property of Tameside MBC and by signing the declaration you agree to abide by the conditions set out below.

* You will not share, publish or otherwise distribute this data.
* You will not use this data for entertainment purposes.
* You will not post this data on social media.

If you have been involved in an accident or been a victim of crime the police have the right to access stored data without the need for you to fill in this form.

Similarly, your insurance company or solicitor has the right to request data on your behalf if you have been involved in an incident. In this instance your representative will still need to provide evidence of who you are and you must supply them with a covering letter providing permission for them access your data.

**Subject Access Request Application Form**

Completing a “Subject Access Request” form is how you can apply for access to information held on the Tameside CCTV System.

**Please note that recorded data is only stored for 31 days and requests for information that fall outside that period cannot be considered.**

This guide will help you through the process of accessing data the council may have gathered about you using the Tameside 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, would involve disproportionate effort, or if you agree otherwise. Tameside Metropolitan Borough Council will only give that information if it is satisfied as to your identity.

If release of the information will disclose information relating to another individual(s), who can be identified from that information, the Council is not obliged to comply with an access request unless:

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

**The Council’s Rights**

Tameside Metropolitan Borough Council may deny access to information where the General Data Protection Regulation Act allows. The main exemptions in relation to information held on the Tameside CCTV system are:

* Where the information may be held for the prevention and detection of crime or the apprehension and prosecution of offenders
* Giving you the information may be likely to prejudice any of these purposes.

**Making a request:**

You can make a Subject Access Request by:

Writing to the Council at

PO Box 317

Ashton-under-Lyne

OL6 0GS

E-mail to [informationanddata@tameside.gov.uk](mailto:informationanddata@tameside.gov.uk)

Handing your request in to any of the Council's offices, libraries and customer services centres. Contact details and locations for these can be found at:

[www.tameside.gov.uk/servicecharter/custserv](http://www.tameside.gov.uk/servicecharter/custserv) or [www.tameside.gov.uk/libraries](http://www.tameside.gov.uk/libraries)

Filling in and returning this Subject Access Request form.

If any of the information required in the form has already been supplied, i.e. in a written or emailed request, there is no need to complete that section of the form.

**The Application Form.**

This application form has been designed to be completed easily and within just a few minutes once you have read through the covering information.

Any concerns or difficulties you experience should be reported to:

The Tameside CCTV System Manager, Dave Smith, and addressed to [Dave.Smith2@tameside.gov.uk](mailto:Dave.Smith2@tameside.gov.uk)

|  |
| --- |
| **All relevant sections of the forms must be completed and failure to do so may delay your application.**  **As soon as you have supplied sufficient information, the Council will gather the data you require and respond to your request as soon as possible and no later than one calendar month.** |

**Section 1** asks you to give information about yourself that will help the Council to confirm your identity. The Council has 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** asks you to confirm that you want a copy of the information.

**Section 4** asks you tosign the declaration.

**Section 5** is aboutfinding the information you are requesting.

**Please note that any data supplied must be collected in person and must be signed for.**

If you have any queries regarding this form or your application, please contact [CCTV@Tameside.gov.uk](mailto:CCTV@Tameside.gov.uk)

**What if I'm not satisfied with the Council's response?**

|  |
| --- |
| If you are not satisfied with the response you may complain by email to:  [informationanddata@tameside.gov.uk](mailto:informationanddata@tameside.gov.uk).  Or in writing to:  Information and Data Team,  Tameside One,  PO BOX 317,  Ashton under Lyne, OL6 0GS.  You may also complain at any time to the Independent Information Commissioner about the information Tameside Metropolitan Borough Council or any other organisation is processing about you. If you contact the Information Commissioner first, it is likely your complaint will be passed to the Council to give us an opportunity to respond. The Information Commissioner cannot award any compensation to you where there has been a breach of the General Data Protection Regulations Act.  He can, however, provide you with further information to enable you to enforce your rights or he can consider your complaint and make an assessment.  In some cases where the Information Commissioner believes the Data Protection Act has not been complied with he will issue an enforcement notice to the Data Controller. Failure to comply with that notice is a criminal offence.  The Information Commissioner will not take enforcement action in every case. The Information Commissioner may be contacted at:  Wycliffe House Water Lane Wilmslow Cheshire  SK9 5AF  **Telephone:** 0303 123 1113 **Fax:** 01625 524510  Website: [Information Commissioner's Office (ICO)](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fico.org.uk%2F&data=05%7C02%7CMia.Williams%40tameside.gov.uk%7C2825fbcfa54142be702408dc437862a3%7C83726a5b1f264242967e81d4c4b8a13b%7C0%7C0%7C638459431520778888%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=laUsePG34ueQpqwPdqXjB13HxcfkxkMye7SX9QP6O9M%3D&reserved=0)  ‎  Further information about your rights is available from the ICO website here: [For the public | ICO](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fico.org.uk%2Ffor-the-public&data=05%7C02%7CMia.Williams%40tameside.gov.uk%7C2825fbcfa54142be702408dc437862a3%7C83726a5b1f264242967e81d4c4b8a13b%7C0%7C0%7C638459431520794013%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=QvCByF1nfl%2FU%2FOKvfxwl2H4nsLBSJIglhlXDlNZfpF4%3D&reserved=0) |

**SUBJECT ACCESS REQUEST APPLICATION FORM**

**SECTION 1: About Yourself**

The information requested below is to help the Council (a) satisfy itself as to your identity and (b) find any data held about you. **PLEASE USE BLOCK CAPITAL LETTERS.**

|  |  |
| --- | --- |
| **Title** (tick box as appropriate) | **Mr  Mrs  Miss**  **Ms Other:** |
| **Surname / family name** |  |
| **First Name(s)** |  |
| **Maiden name / former names** |  |
| **Sex** (tick box as appropriate) | **Male  Female** |
| **Height** |  |
| **Date of Birth** (DD/MM/YYYY) |  |
| **Place of Birth** (Town and County) |  |
| **Your Current Home Address or email address**  (to which you wish us to reply) |  |
|  |
|  |
| **Postcode** |  |
| **Telephone Number** |  |

If you have lived at the above address for less than 10 years, please give your previous address(s) for the period:

|  |  |  |
| --- | --- | --- |
| **Previous Address 1** |  | |
|  | |
|  | |
| **Postcode** |  | |
| **Dates of Occupancy** (MM/YYYY) | **From:** | **To:** |
| **Previous Address 2** |  | |
|  | |
|  | |
| **Postcode** |  | |
| **Dates of Occupancy** (MM/YYYY) | **From:** | **To:** |

**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:

* Birth / adoption certificate
* Driving licence
* Medical card
* Passport
* Other official document that shows your name and address.

Also a recent **full face photograph** **of yourself** is required.

|  |
| --- |
| Failure to provide this proof of identity will 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.

Please confirm that you will sign for and collect the released information.

|  |  |
| --- | --- |
| I am willing to sign for and collect a permanent copy |  |

**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** (DD/MM/YYYY) |  |

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

**SECTION 5: Finding the information you are requesting**

If the information you have requested refers to a specific offence, incident, vehicle, property or another specific type of information, please complete this section.

In order to ensure your request can be complied with please provide as accurate a time as possible for the incident you are enquiring about, within half an hour of the actual incident.

**For example, if you report the incident as occurring at 6:30am a time frame of 6am until 7am will be checked.**

Were you: (tick box below as appropriate)

|  |  |
| --- | --- |
| **A person reporting an offence or incident** |  |
| **A witness to an offence or incident** |  |
| **A victim of an offence** |  |
| **A person accused or convicted of an offence** |  |
| **Other- please explain** |  |
| **Date of Incident** (DD/MM/YYYY) |  |
| **Time of Incident** |  |
| **Location of Incident** |  |
| **Brief details of Incident** |  |

|  |
| --- |
| Before returning this form make sure you have:   * Completed ALL relevant Sections in this form. * Enclosed TWO identification documents. * Enclosed a recent full face photograph of yourself. * Signed and dated the form. |

Further Information:

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

**The Information Commissioner,**

**Wycliffe House,**

**Water Lane,**

**Wilmslow,**

**Cheshire SK9 5AF.**

**Telephone: 0303 123 1113**

**Fax: 01625 524510**

|  |
| --- |
| Please note that this application for access to information must be made direct to **Tameside Metropolitan Borough Council** and **NOT** to the Information Commissioner. |

The completed form and the required identification documents should be returned to:

PO Box 317

Ashton-under-Lyne

OL6 0GS

Or by e-mail: [informationanddata@tameside.gov.uk](mailto:informationanddata@tameside.gov.uk)

Please note that any data supplied must be collected in person and must be signed for.

**OFFICIAL USE ONLY**

Please complete ALL of this Section.

|  |  |
| --- | --- |
| **Application checked and eligible?** |  |
| **Identification documents checked?** |  |
| **Date Application Received** (DD/MM/YYYY) |  |
| **Details of 2 Documents** (See Section 2) |  |
| **Documents Returned?** | Yes  No |
| **If the SAR form has not been completed have you ensured that the customer is aware of the terms and conditions of this agreement.** | Yes  No |

**Member of Staff completing this Section:**

|  |  |
| --- | --- |
| **Name** |  |
| **Job title** |  |
| **Signature** |  |
| **Date** (DD/MM/YYYY) |  |