

Data Protection Act 1998

DATA SUBJECT ACCESS FORM REQUEST FOR INFORMATION

Advice on how to complete this form

Section 1:

Asks you to give information about yourself that will help Harlow District Council to confirm your identity. Harlow District 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:

This lists the services of Harlow District Council where your personal data may be held and offers you the choice of access.

Section 3:

This section asks for TWO official documents (which between them clearly show your name, date of birth and current address). For Subject Access to the CCTV Surveillance System, in addition to the two official documents a recent, full-face photograph of yourself is required.

Section 4:

For Subject Access to the CCTV Surveillance System only; this section asks you to confirm whether you will accept a viewing of the tape only, or whether you want a copy of the information.

Section 5:

For Subject Access to the CCTV Surveillance System only: this section asks for information to help us find the information requested.

Section 6:

All applicants must sign and date the declaration.

Section 1: Personal Details

The information requested below is to help Harlow District Council (a) satisfy itself as to your identity, and (b) find any data held about you.

PLEASE PRINT ALL ANSWERS CLEARLY

Title (Please tick): Mr Mrs Miss Ms

Other (please specify, eg Dr, Rev)

Surname / Family Name:

First Name(s):

Date of Birth:

Your Current Home Address:

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Post Code:

Telephone No:

Number of years at this address:

If you have lived at the above address for less than two years, please give your previous addresses during this two year period:

Previous Address (1):

Dates of Occupancy: From: To:

Previous Address (2):

Dates of Occupancy: From: To:

Section 2: List of Services

Harlow District Council uses personal data for the purposes shown below. If you would like to access personal data held about you, please tick the box opposite the purpose(s) you wish to access.

Assets and Facilities Management	
Building and Covenant Control	
CCTV	
Communications	
Community Services, Family Services, Play and Care, Retired Services	
Customer Relations, Contact Centre, Neighbourhood Development	
Design and Engineering	
Employee Strategy and Development (Personnel)	
Environmental Health	
Environmental Operations, Cleansing, Parks	
Financial Services, Business Rates, Council Tax, Other Revenues	
Harlow Arts, Museums, Playhouse	
Housing and Council Tax Benefits	
Housing Services	
Legal Services, Contracts, Licensing	
Leisure Services	
Planning Services	
Regeneration	
Other, please specify:	

Please provide a description of the sort of personal data you are seeking, together with any account details and the dates from which we should search.

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If you require additional space, please continue on a blank sheet of paper and attach this to the leaflet.

PLEASE PRINT ALL ANSWERS CLEARLY

Section 3: 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. We will make copies of any documents tendered to accompany your application.

For CCTV purposes only: We also require a recent, full-face photograph of yourself (a copy is acceptable). On the back of the photograph please print the following and then sign the declaration:

“I certify that this is a true, recent likeness of myself (signature)”

Failure to provide this proof of identity will delay your application

Section 4: Supply of Information (For CCTV Purposes only)

You have a right, subject to certain exceptions, to receive a copy of the information in a permanent form. However, viewing CCTV tapes at the Council's offices will often be easier and quicker.

It should be noted that any CCTV information received **CANNOT** be broadcast, replayed, copied or sold without the express permission of Harlow District Council.

No CCTV information will be released if it is the subject of a police enquiry.

Do you wish to:

- | | |
|--|------------------|
| (a) Only view the information | YES / NO* |
| (b) View the information and receive a permanent copy | YES / NO* |

*** Delete as appropriate**

PLEASE PRINT ALL ANSWERS CLEARLY

Section 5: To help us find the information (for CCTV purposes)

CCTV systems hold many millions of individual images for relatively short periods of time. Harlow Council will retain images for a maximum of 32 days or in the case of Police intervention until the courts require it. Following a court case it will be disposed of in accordance with Police codes of practice.

To enable the Data Controller to locate the required information, all applicants must give a full and accurate description of the times, date and location of their presence on the CCTV system. If incomplete or inaccurate information is provided, the Data Controller may be entitled to refuse the Subject Access Request.

Location (please be as accurate as possible):

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.....

Date and time at specified location (please specify 30 minute time band:

.....
.....

Description and colour of clothing worn:

.....

Is this request linked to a specific incident? YES / NO

Date(s) and time(s) of incident:

.....

Place incident happened:

.....

Brief details of incident:

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Section 6: Declaration

(a) Data Subject Declaration

In exercise of the right granted to me under the terms of the Data Protection Act 1998, I request that you provide me with a copy of the personal data about me which you process for the purposes I have indicated above.

I confirm that the above is all of the personal data to which I am requesting access and which is held by Harlow District Council for its purpose. I also confirm that I am the Data Subject and not someone acting on his / her behalf.

Signed by: **Date:**

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

(b) This section to be completed by person(s) acting on behalf of the data subject

I confirm that the information supplied in this application is correct and I am acting on behalf of the data subject and enclose proof of my authority to do so.

Name:

Address:

.....

Post Code: Telephone No:

Signed by: **Date:**

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

PLEASE PRINT ALL ANSWERS CLEARLY

Check Box: Before returning this form please check

1. Have you completed ALL the necessary sections in this form?
 2. Have you enclosed TWO identification documents?
 3. Have you enclosed a recent photograph signed on the reverse (For CCTV only)
 4. Have you signed and dated the form?
 5. Have you enclosed the £10.00 (ten pounds) fee?
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When you have completed and checked this form, take or send it together with the requisite identification (TWO identification documents for non CCTV purposes and TWO identification documents plus a recent photograph for CCTV purposes), and the fee to:

The Data Protection Officer
Harlow District Council
Civic Centre
The Water Gardens
College Square
Harlow, Essex CM20 1WG

If you have any queries regarding this form, or your application, please telephone on 01279 446611

OFFICIAL USE ONLY

Please complete ALL of this section (refer to the Check Box above):

Application checked and legible:

Date Application received:

Fee Paid: Method of Payment: Receipt No:

Identification documents checked and copies attached:

Details of two documents:

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Photograph attached: YES / NO

Member of staff completing this section:

Name: Location:

Signature: Date:

Harlow District Council undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address, etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998

PLEASE PRINT ALL ANSWERS CLEARLY