

Subject Access Request Form

Liverpool City Watch CCTV and the 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 Scheme.

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. Liverpool City Watch 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 Scheme is not obliged to comply with an access request unless –

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

Liverpool City Watch CCTV Rights

Liverpool City Watch CCTV may deny access to information. The main exemptions in relation to information held on the CCTV Scheme are where the information may be held for:

- β Prevention and detection of crime**
- β Apprehension and prosecution of offenders and giving you the information may be likely to prejudice any of these purposes.**

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 ‘Liverpool City Watch CCTV’.

**THE APPLICATION FORM: (N.B. 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 the Scheme to confirm your identity. The Liverpool Citysafe Scheme 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 whether you will accept just viewing the information, or if you want a copy of the information.

Section 4. Asks you to provide sufficient information to allow a search to be made to identify if any information is held

Section 5. You must sign the declaration

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If you have any queries regarding this form, or your application, please ring the Liverpool City Watch CCTV Manager on Tel No. 0151 233 3007**

Liverpool City Watch CCTV and the Data Protection Act 1998

SECTION 1

About Yourself

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

PLEASE USE BLOCK LETTERS

Title (tick box as appropriate) **Mr** **Mrs** **Miss** **Ms**

Other title (e.g. Dr., Rev., etc.)

Surname/family name

First names

Maiden name/former names

Sex: **Male** **Female**

Height:

Date of Birth:

Place of Birth:

Current Home Address (to which we will reply):

Postcode:

A telephone number will be helpful in case you need to be contacted. Tel. No:

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

Previous address(es)

Dates of occupancy From:

To:

SECTION 2

Proof of Identity.

To help establish your identity your application must be accompanied by TWO official documents that 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.

A recent, full face photograph of yourself.

Failure to provide proof of identity may delay your application.

Document One :

Document Two :

Photograph attached	Yes	No
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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?
- (b) Only view the information?

SECTION 4

To Help us Find the Information.

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

Please complete different categories/incidents/involvement. Continue on a separate sheet, in the same way, if necessary.

If the information you require relates to a vehicle, property, or other type of information, please complete the relevant section overleaf.

Were you:

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(s) and time(s) of incident:

Place incident happened:

Brief details of incident:

Description of subject:

Sex:

Male

Female

Ethnic Origin:

Height:

Clothing:

Distinguishing marks:

SECTION 5

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.

Before returning this form

- Have you completed ALL Sections in this form?
- Have you enclosed TWO identification documents?
- Have you signed and dated the form?
- Have you enclosed the £10.00 (ten pound) fee?

Further Information:

These notes are only a guide. The law is set out in the Data Protection Act, 1998,

Further information and advice may be obtained from:

The Information 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 Liverpool City Watch CCTV (address on Page 1) and NOT to the Data Protection Commissioner.

APPLICANTS ARE TO ENSURE THAT THEY HAVE COMPLETED SECTIONS 1 – 5 BEFORE RETURNING THIS FORM.

Send the completed and checked form, together with the required TWO Identification documents, a recent photograph, and fee to:

**Liverpool City Watch CCTV
Merseyside Police Headquarters
Canning Place,
Liverpool,
L69 1JD.**

or take it to any Police Station for onward transmission.

OFFICIAL USE ONLY (TO BE COMPLETED BY MEMBER OF STAFF)

Please complete ALL of this Section:

Application checked and legible?

Date Application Received:

Identification documents checked?

Details of Documents:

Fee Paid:

Method of Payment:

Receipt No:

Documents Returned?

Member of Staff completing this Section:

Name:

Location:

Organisation:

Signature:

Date: