



Subject Access Application Form – CCTV images

If you would like to have access to CCTV images relating to you, or to exercise your other rights in respect of CCTV images relating to you, please complete and return this form to us. **Please take time to read the following information before completing the form.**

Under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, you are entitled to access, change, restrict or delete CCTV images relating to you that are held by the PCC within one month of us receiving your completed application, unless there are certain exemptions. This is known as your right of “subject access”.

We require proof of your identity before we can disclose, change, restrict or delete personal data. Please provide a copy of recent correspondence giving your name and address eg recent utility bill, a driving licence or passport. If you are not the data subject but an agent appointed on their behalf you will need to provide written evidence of your authority to act on their behalf.

Your details

Title	
Surname	
First names	
Former/maiden name	
Address (including postcode)	
Previous address (if relevant to request)	
Daytime telephone number	
Email address:	

Declaration

This form must be signed by you (the data subject) or your agent (if applicable).

I confirm that the information I have supplied is correct and that I am the person to whom it relates.

Data Subject Signature

Date

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Please ensure you enclose with your signed form:

- Evidence of your identity

I confirm that I am authorised to act on behalf of the data subject and that their personal information will be disclosed to them through me.

Agent's name and signature

Date

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Please ensure you enclose with the signed form:

- Evidence of the identity of the data subject
- Evidence of your authority to act on their behalf

Please return this form (together with evidence of identity and if applicable agent's authority to act) to our Data Protection Officer, Office of the Police and Crime Commissioner, St George's Chambers, St George's Street, Winchester, Hampshire, SO23 8AJ. Telephone number: 01962 871595. Email: opcc.dataprotection@hampshire.pnn.police.uk

Additional notes:

- We store CCTV images / data in accordance with the General Data Protection Regulation which requires us to retain personal data no longer than is necessary for the purpose we obtained it. Therefore the images are only kept for a maximum of 30 days after which the data is erased, unless it is required to be retained for longer for law enforcement purposes.
- If you require more than one copy of the data, we may charge a reasonable fee for further copies.
- If your request involves additional costs we may charge a reasonable fee.
- If your request is excessive we may charge a reasonable fee or refuse to provide you with a copy of the data.
- Please note there is a separate application form for other personal information.

Privacy Notice

The Police and Crime Commissioner collects the above information about you in order to carry out your request for access to any of your personal information that we may hold. This is so that we can comply with our legal obligation to meet your data subject rights under the GDPR and the DPA 2018.

For more information on your data subject rights please see our General Privacy Notice: <https://www.hampshire-pcc.gov.uk/privacy-policy>