

Council CCTV Surveillance System  
Data Protection Act, 1998

## How to Apply for Access to Information held on the CCTV System

These notes explain how you find out what information, if any is held about you on the CCTV system.

## Your Rights

Certain 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 such a copy is not possible or would involve disproportionate effort, or if you agree otherwise. Lambeth 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 the information, or
- It is reasonable in all the circumstances to comply with the request without the consent of the other individual(s).

## The Councils Rights

Lambeth Council may deny access to information where the Act allows.

The main exemptions in relation to information held on the CCTV system are where the information may be held for: -

- The Prevention and Detection of Crime.
- The Apprehension and Prosecution of Offenders.

We hold CCTV footage for a calendar month if the request is not made within this time frame we may no longer have the footage.

## Fee

A non-refundable administration fee of £10 is payable for each access request, which must be in pounds sterling. Cheques, Postal Orders etc. should be made payable to: **London Borough of Lambeth**

## The Application Form

- Section 1** Asks you to give information about yourself that will help to confirm your identity. We have a duty to ensure that information we hold is secure and we must be satisfied that you are who you say you are.
- Section 2** Asks you to provide Two Proofs of ID and the documents considered suitable.
- Section 3** Asks you if you wish to have a permanent copy of the information, or receive acknowledgement of that fact
- Section 4** Asks you to help us to find the information you are requesting
- Section 5** You must sign the Declaration.

When you have completed and checked the Application Form, post it together with copies of the required **two** identification documents and £10 administration fee to:

CCTV SAR  
Data Protection  
London Borough Of Lambeth  
P.O. Box 734  
Winchester  
S023 5DG  
dataprotection@lambeth.gov.uk  
tel: 0207 926 9694

## Section 1 About Yourself

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

<b>Your Title (Mr, Miss, Ms, Mrs)</b>		
<b>Other Title (Dr, Rev etc.)</b>		
<b>Surname / Family Name</b>		
<b>First Names</b>		
<b>Maiden Name / Former Name</b>		
<b>Sex</b>		
<b>Height</b>		
<b>Date of Birth</b>		
<b>Place of Birth</b>	<b>Town</b>	
	<b>County</b>	

<b>Your Current Home Address (To which we will reply)</b>	
<b>Telephone Number: Home &amp; Mobile (A telephone number will be helpful in case you need to be contacted)</b>	

## 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: -

- A birth/adoption certificate
- Driving licence
- Medical card
- Passport
- Or other official document that shows your name and address.

You may provide photocopies of these documents but might be required to produce the original documents at a later stage.

## 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	Receive a permanent copy	Please Tick
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If the information you have requested refers to a specific offence or incident, please complete this section.

Please complete a separate box in respect of 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.

<b>Victim of an offence.</b>	Please Tick
<b>A person accused or convicted of an offence.</b>	Please Tick



Before returning this form

Have you completed **ALL** sections of this form?

Have you enclosed copies of **Two Identification Documents**? Have you signed and dated the form?

Have you enclosed the £10 fee?

What happens now?

- In most cases we will inform you if your request has been granted within 10 working days of the receipt of your subject access request or explain why your request has been denied.
- If we find the information (data) relevant to your request, we will either supply a written confirmation that your details were captured, or provide this in evidential form, to you or your representative.
- Lambeth Council shall retain the copyright of any data provided. The data shall not be used for Public Entertainment or commercial gain.

Further Information

These notes are for guidance only. The law is set out in the Data Protection Act, 1998, obtainable from The Stationary Office. Further information and advice about The Act may be obtained from:

The Office of the Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
TEL. (01625) 545745

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