

SUBJECT ACCESS REQUEST (SAR) FORM FOR CCTV

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. By completing this form to make a SAR request, you make it easier for us to process your request quickly.

You should complete this form if you want us to supply you with a copy of any personal data we hold about you. You are currently entitled to receive this information under the EU General Data Protection Regulation (GDPR). We will also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure or restriction of processing that may exist.

This form is used to confirm the identity of the Data Subject, the identity and authority of the applicant (where applicable) and to assist in locating Personal Data relating to the Data Subject.

Question 1 - Who is the Data Subject?

Data Subject's full name
Date of Birth
Address

Telephone No.
E-mail address

Question 2 - What are your Personal Details?

(a) Are you the Data Subject?

Yes

No

If you answered 'Yes', go straight to Question 3. Otherwise, please provide the information below.

Your full name
Address

Telephone No.

(b) If you are NOT the Data Subject, state your relationship to them.

Relationship to Subject?

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(c) If you are NOT the Data Subject, describe your entitlement to receive details of their Personal Data, and the written authority enclosed (e.g. from the Data Subject) which supports this entitlement.

Why are you entitled to their Personal Data?

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What written authority have you enclosed?

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Question 3 – Locating the Subject's Personal Data on CCTV?

Our search for information relating to the Data Subject will be based on the information provided below. Please be as accurate as possible.

CCTV personal data (please tick box)

Time and Date of incident, when you believe image(s) were captured on CCTV

Time: (within 1 hour)

Date:

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Location of incident

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Brief description of incident

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Brief description of the clothing worn by the Data Subject at the time of incident

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Question 4 - What documents can you send or produce to confirm the identity and address of the Data Subject?

We ask that you confirm the Data Subject's identity by sending or emailing a copy of the document(s) listed below. Please tick the appropriate boxes to indicate which document(s) you have enclosed.

- i) Full Valid Photo Driving license
- ii) Birth Certificate **or** Certificate of Registry of Birth **or** Adoption certificate
- iii) Full Valid Current Passport **or** ID Card issued by a member state of the EC/EEA **or** Travel Documents issued by the Home Office **or** Certificate of Naturalisation or Registration **or** Home Office Standard Acknowledgement Letter (SAL)

If the Data Subject's name is now different from that shown on the document you submit to confirm his/her identity, you must also supply original documentary evidence to confirm the Data Subject's change of name e.g Marriage Certificate, Decree Absolute or Decree Nisi papers, Deed Poll or Statutory Declaration.

We ask that you confirm the Data Subject's address by sending us one of the documents listed below. Please tick the appropriate boxes to indicate which documents you have enclosed:

- i) Utility Bill i.e. Gas, electricity, water or telephone bill in the Data Subject's name for the last quarter
- ii) Council Tax demand in the Data Subject's name for the last quarter
- iii) Bank, building society or credit card statement in the Data Subject's name for the last quarter
- iv) Letter to Data Subject from solicitor/social worker/probation officer in the last quarter

Formal Declaration

In exercise of the right granted to me under the terms of the GDPR 2018, I request that you provide me with a copy of the Personal Data on the Data Subject, which you process for the purposes I have indicated overleaf.

I confirm that this is all of the Personal Data to which I am requesting access. I also confirm that I am either the Data Subject, or am acting on their behalf.

Signed	<input type="text"/>
Print Name	<input type="text"/>
Date	<input type="text"/>

Make sure you have:

- (a) completed this form
- (b) signed the declaration above
- (c) enclosed copies of identification documents as stated above

Please return this completed Subject Access Request form by one of the following methods:

- By Hand:** Hand in to the premises in which your personal data has been stored
- By Email:** Email to office@platinumsec.co.uk
- By Post:** Post to Platinum Security Limited, 125 Albany Road, Hornchurch, Essex RM12 4AQ

We will endeavour to respond promptly and in any event within one month of the following:

- Receipt of your written request; or
- Receipt of any further information we may ask you to provide to enable us to comply with your request.



OFFICIAL OFFICE USE ONLY

To be completed by the Data Controller upon receipt of request. Please complete all sections in BLOCK capitals.

Please complete ALL sections in black BLOCK capitals

Application checked and legible?

Date Application received

Identification documents checked?

Documents Returned?

Details of Document Produced:

Member of staff completing this section

Name

Position

Signature

Date

For completion by CCTV Manager only

Request (Please tick) Granted

Denied

If Granted, please complete the following section:

Camera Number(s)	<input type="text"/>
Time of incident	<input type="text"/>
Date of incident	<input type="text"/>
Operators Details	<input type="text"/>
Date of Issue	<input type="text"/>

Subject Access Signature or Proof of delivery address

CCTV Managers Name

CCTV Managers Signature

Comments:

