

Data Protection Act 1998

Request For Personal Information recorded on CCTV cameras by Newcastle City Council

This Form is to be fully completed when any individual requests information pertaining to them that as been recorded on CCTV by Newcastle City Council.

Date of Request.....

Received by Letter (enclosed) E: Mail (Copy)

Phone (Individual should be informed to confirm request in writing)

Persons Details. Full Name

Address:

.....

.....

Postcode Telephone No

Location of incident(s).....

Relevant Dates Relevant Times

How is the individual to be identified.....

(A recent authenticated photograph preferred, or detailed description)

Would viewing satisfy request.....

(proof of identity will be required)

Is the request subject to any Legal Proceedings ? Y/N

Is any offence being committed? Y/N

Does the request include any other third parties ? Y/N

This Form is to be passed to the relevant CCTV Data Controller as soon as possible

Request Received by Extension

CCTV Data Controller Extension.....

Date received..... Date reply sent.....

Request Allowed

Request refused.....

Reasons for refusal.....