

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 system.

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. Devizes Development Partnership Ltd (DDP) 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, DDP is not obliged to comply with an access request unless:

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

DDP Rights

DDP 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:

Prevention and detection of crime.
Apprehension and prosecution of offenders.

Should the release of the data likely to prejudice any of the above purposes

Fee

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 Devizes Development Partnership Ltd.

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 us to confirm your identity. We have 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 | The declaration must be signed by you. |

When you have completed and checked this form, take or send it, together with the required TWO identification documents, photograph and fee to:

DDP Ltd
CCTV Control Room
The Crown Centre
29 St John's Street
Devizes
Wiltshire

SECTION 1 About Yourself

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

PLEASE USE BLOCK LETTERS

Title (<i>tick box as appropriate</i>)	Mr		Mrs		Miss		Ms	
Other Title (<i>eg. Dr., Rev., etc.</i>)								
Surname/Family Name								
First Names								
Maiden Name/Former Names								
Sex (<i>tick box</i>)	Male			Female				
Height								
Date of Birth								
Place of Birth	Town							
	Country							

Your Current Home Address (<i>to which we will reply</i>)		
A telephone number will be helpful in case you need to be contacted.	Postcode	Tel. No.

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

Previous address(es)		
Dates of Occupancy	From:	To:
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 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.

Also a recent, full face photograph of you.

Failure to provide this proof of identity may delay your application.

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

YES/NO

YES/NO

SECTION 4 Declaration

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.