



## How to apply for access to information held on the CCTV systems monitored by Mansfield District Council.

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

### 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. Mansfield District 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 in writing 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)

### The Council's Rights

Mansfield District 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:

Prevention and detection of crime

Apprehension and prosecution of offenders

In addition, giving you any information which may be likely to prejudice any of these purposes.

### The CCTV System

Mansfield District Council will store all footage until the date prior to the incident date, the following month. For example, if you wish to view an incident recorded on the 12<sup>th</sup> February, that tape will be available for viewing until 11<sup>th</sup> March, when it will be blanked and re-used. Each video tape is rewound, sealed and stored immediately after recording. It is not viewed unless a request to view is received. If interest is shown in a particular tape and a copy made, storage charges will be incurred at £5 a month after the usual re-cycled life of that tape.

### Fee

A fee of £10 is payable for each access request. Cheques, Postal Orders, etc. should be made payable to **Mansfield District Council**.

Further charges may be incurred. See final paragraph.

### The Application Form:

(N.B. All sections of the form must be completed. Failure to do so will delay your application.)

- |                  |  |
|------------------|--|
| <b>Section 1</b> | Asks you to give information about yourself that will help the Council to confirm your identity. The Council has a duty to ensure that information it holds is secure and it must be satisfied that you are who you say you are. |
| <b>Section 2</b> | 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.             |
| <b>Section 3</b> | Asks you to confirm whether you will accept viewing the information, or if you want a copy of the information.   |
| <b>Section 4</b> | You must sign the declaration  |

When you have completed and checked this form, take it in person or send it, together with the required two identification documents, photograph and £10 fee to:  
Operations Manager- Civic Centre, Mansfield, Notts. NG19 7BH. Tel 01623 463742



**Mansfield**  
District Council

## Section 1 About Yourself

The information requested below is to help the council:  
(a) satisfy itself as to your identity and (b) find any data held about you. Section 1 is only necessary in case we need to write to you or telephone you. PLEASE USE CAPITAL LETTERS

<b>Title</b>	
<b>Surname/family name</b>	
<b>First Name</b>	

<b>Your Current Home Address</b> (to which we will reply)	
	<b>Post Code:</b>
<b>A daytime telephone number will be helpful in case you need to be contacted.</b>	<b>Tel. No</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.  
A recent, full face photograph of yourself.  
Failure to provide this proof of identity will delay your application.

<b>Sex (select box)</b>	<b>Male</b>		<b>Female</b>	
<b>Height</b>				
<b>Age</b>				



### Section 3 Supply of Information

You have a right, subject to certain expectations, to receive a copy of the information.

Do you wish to:

- View the information and receive a permanent copy  
If yes, further changes will be incurred
- Only view the information  
If yes, further changes will be incurred

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 to.

Signed by

Date

Please note. Anyone who impersonate, or tries to obtain CCTV footage of another, may be guilty of an offense.

NOW- please complete Section 5 and then check the 'CHECK' box before returning the form.

Before returning this form

- Have you complete all sections of this form?
- Have you enclosed two identification documents?
- Have you signed and dated this form?
- Have you enclosed the £10.00 search fee?



**Section 5**  
**Help us Find the Information we may have stored about you**

Mansfield District Council may deny access to information where the Act allows. If the information you have requested refers to a specific offence or incident that is exempt in relation to information held, such as to prevention and detection of crime or apprehension or prosecution of offenders, Mansfield District Council will deny access to information as giving you the information may be likely to prejudice any of these purposes. If this is the case, a solicitor may make an application for access under the Data Protection Act 1998 Chapter 29 Section 35 (2) Request for CCTV Images for you.

<p>Exact date(s) and time(s) between.</p> <p>Exact place where you were, for example, between Marks and Spencer's and Woolworths, Westgate, Mansfield walking towards the library.</p>	
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**Further Information**

These notes are only a guide. The law is set out in Data Protection Act, 1998

Further information and advice may be obtained from:

The office of the Data Protection Commissioner,

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire,

SK9 5AF

Tel. (01625) 545745

Please note that this application for access to information must be made direct to

Mansfield District Council and **NOT** the Date Protection Commissioner.

**OFFICIAL USE ONLY**

Please complete ALL of this section (refer to 'CHECK' box above)

Application checked and legible?	<input type="checkbox"/>	Date Application Received	<input type="checkbox"/>
Identification documents checked?	<input type="checkbox"/>	Fee Paid	<input type="checkbox"/>
Details of 2 Documents (see page 3)		Method of Payment	<input type="checkbox"/>
Receipt No,	<input type="checkbox"/>	Documents Returned?	<input type="checkbox"/>

Member of Staff completing this section:

Name	<input type="text"/>	Location	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

**Further Charges**

If you require a copy of, or require to view, images of an incidents, there are charges in place to cover all equipment useage, Operator charges and administration. You will not be given access to the CCTV Control Room.

The Charges are as follows:

Use of Senior CCTV Operator and playback and editing suite	£75.00
Footage per minute or part thereof	£20.00
Still Photograph	£2.50 each
DVD	£2.00 each
Administration charges	£20.00
Postage and packaging	£15.00

**Data Protection**

The information you supply will be used to enable this request or notification to be carried out and will be handled in accordance with the Data Protection Act 1998. For more information please visit [www.mansfield.gov.uk/privacy](http://www.mansfield.gov.uk/privacy)