

## CCTV Subject Access Request (Request for Personal Data)

### Procedure for requesting CCTV footage

1. Please complete this form and return it to Stratford on Avon District Council Community Safety Department, via email – [trevor.pepper@stratford-dc.gov.uk](mailto:trevor.pepper@stratford-dc.gov.uk) or [karin.stanley@stratford-dc.gov.uk](mailto:karin.stanley@stratford-dc.gov.uk)
2. If we are able to provide usable and appropriate footage we will advise you by email and provide a Subject Access form.
3. The completed Subject Access form will then need to be completed and submitted in person at the above address – by appointment only.
4. Receipt of disclosed personal data can be made in person at the council offices.

Requesting person/organisation:	
Address:	
Contact Name:	
Contact Phone:	
Contact Email:	
<b>Details of request:</b>	
Date of incident:	Time of incident:
Exact Location:	
Please provide as much information as possible to assist us in searching footage:	
Police Aware Yes/No:	
Police Incident No:	
<b>Office Use only</b>	
Clear footage available:	No:
CCTV Reference:	
Operator:	Date:
Evidence details:	