

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 or cctv@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:		
Details of request:		
Date of incident:	Time of incident:	
Exact Location:		
Please provide as much information as possible to assist us in searching footage including registration numbers and make/models of cars:		
Police Aware Yes/No:		
Police Incident No:		
Office Use only		
Clear footage available:	No:	
CCTV Reference:		
Operator:	Date:	
Evidence details:		