

# Perth College UHI

## CCTV Subject Access Request Form

Under the terms of the Data Protection Act 1998, an individual is entitled to ask the College for a copy of all the personal information which it holds about him/her for the purposes of providing services to the individual.

The information, which the individual is entitled to receive from the College, includes a description of these purposes and the recipients to whom the data can be disclosed. This entitlement is known as the "Right of Access to Personal Data".

Please complete this form, providing as much information as possible, if you wish to apply for access to information. The more information you supply, the easier it will be for the College to fulfil your request.

**Please note that recorded data is only held for a maximum of 7 days before it is deleted.**

### 1 Personal Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Gender: \_\_\_\_\_

Email Address: \_\_\_\_\_

### 2 Information Required

**To help us find the CCTV data you require, please complete the following section.**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Description of Incident

### 3 Declaration

I confirm that this is all of the personal data to which I am requesting access and which is held by the authority for its purposes.

I also confirm that I am the Data Subject and not someone acting on his/her behalf.

Signed: \_\_\_\_\_ Mr/Mrs/Ms/Title Date: \_\_\_\_\_

#### Or

I confirm that I am acting on behalf of the data subject and have submitted proof of my authority to do so.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### 4 Fee and Proof of Identity

Under the Data Protection Act 1998, we are entitled to charge a small administration fee of £10 for processing your application. Please enclose your cheque, made payable to "Perth College".

We also require evidence that this enquiry is genuine. Therefore please enclose copies of at least 2 proofs of identity, such as a driving licence, passport, recent utility bill etc.

If you are applying on someone else's behalf, please enclose proof of identity for both the data subject and yourself as well as documented authority to act on the Data Subjects behalf.

**Failure to provide these documents with your application will mean that your request is refused.**

### 5 Submitting a Request

After completing the application form, please check to ensure that all the information you have provided is accurate and all required documents and the fee are enclosed. Please return the application form to:

Freedom of Information Officer  
Perth College UHI  
Crieff Road  
Perth College  
PH1 2NX

Perth College UHI is committed to the principles defined in the Data Protection Act 1998. As such, information on this document will be used only for the purposes described above.  
We may, however, store the data in manual or electronic form, but only for as long as we are required to do so by law.