

**Subject Access Request (SAR) for security camera footage
Mepal Parish Council Pavilion & Car Park**

The Data Protection Act gives individuals the right to ask an organisation for a copy of some or all of the personal data it processes about them. This is called the right of subject access. If you make a subject access request (SAR) to ask for copies of your personal data held on the Council's security camera system, we will provide you with all the personal data you are entitled to under the Data Protection Act within the appropriate timescale.

We can only supply copies of your own personal data. We cannot provide details of other people or vehicles that you may be looking for. If footage is supplied, it will be edited to remove any data other than your own personal data.

Subject Access Request Form

Details of the person on whom information is being requested

Full Name	
Previous name (if applicable)	
Current Address Line 1	
Current Address Line 2	
City	
County	
Postcode	
Telephone	
Your email	

Details Required

It will be very difficult to locate the relevant footage without a suitable time frame and type of information needed

Period of time to be searched

From (dd/mm/yy)	To (dd/mm/yy)

What information is required

Who is this information for?

About yourself

On behalf of someone else

Your Details (if you are requesting information on behalf of someone else)

Full Name	
Relationship with the person on whom information is being requested	
Address (if different):	
Address Line 1	
Address Line 2	
City	
County	
Postcode	
Telephone	
Your email	
Briefly explain why you are requesting this information on behalf of someone else. You must also submit supporting documents to prove that you are authorised to request footage on behalf of someone else	

Is this information being requested originally related to a child??

Yes
No

Proof of identity and address

We will require proof of your identity and address and any supporting documents if you are submitting a request on behalf of someone else. These can be emailed to clerk@mepalparish.org.

We will be unable to process your request until we can confirm receipt of supporting documents.

The personal information you provide on this form will only be used by Mepal Parish Council for the purpose of locating any information that you are requesting access to. By submitting this application form you are consenting to us using information provided for this purpose. After completion the information will be retained for a period of two years.