



BOLTON COUNCIL'S CCTV SURVEILLANCE SYSTEM

This document contains advice and information for the general public regarding data recorded by Bolton Council's CCTV Systems and the provisions of the Data Protection Act 2018 and the UK General Data Protection Regulation.

If the CCTV footage you are requesting is not in relation to your personal data please see the Code of Practice on [Bolton Council's website](#) to see the correct process you are required to follow in order to obtain the CCTV footage.

THE PURPOSES FOR WHICH IMAGES ARE RECORDED

Full details of the principles and criteria under which Council-owned CCTV systems operate may be found in the CCTV Code of Practice (copies are available from Bolton Town Hall), or from the [website](http://www.bolton.gov.uk) (www.bolton.gov.uk)

RECORDED IMAGES

All CCTV recordings are retained for a period of 31 days. If no legitimate request for retention of the recording has been made, it is then erased or overwritten. All requests for retention of recordings are considered against the provisions of the Data Protection Act 2018, the UK General Data Protection Regulation and the CCTV Code of Practice.

Recorded data will only be used for the purposes defined in the Code of Practice.

Access to recorded data shall only take place in the circumstances defined in the Code of Practice and the provisions of relevant legislation.

Recorded data will not be sold or used for commercial purposes or the provision of entertainment. However, in exceptional circumstances images may be released but subject to strict controls and with the approval of senior management.

All data released shall remain the property of Bolton Council.

DISCLOSURE TO THE GENERAL PUBLIC

The showing of recorded data to the public will only be permitted in accordance with the CCTV Code of Practice and the provisions of the Data Protection Act 2018 and the UK General Data Protection Regulation.

In every case the request form will need to be completed clearly showing the reason(s) for the request and sent to Bolton Council via SubjectAccess@bolton.gov.uk. The request form can be found on [Bolton Council's website](#).

Please note if the CCTV required is currently under an ongoing CRIMINAL INVESTIGATION, we are unable to release any CCTV.



THE APPLICATION FORM:

All sections of the form must be completed. Failure to do so may delay your application.

Section 1

Asks you to give information about yourself that will help us to confirm your identity. We have a duty to ensure that information we hold is secure and we must be satisfied that you are who you say you are.

Section 2

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.

Section 3

Asks you to provide information you are requesting. This is to help us find the correct CCTV held in relation to yourself; please supply as much information as possible for us to locate the correct CCTV footage.

If this CCTV footage is in relation to a road traffic collision or property, please note they are not classed as personal data. Please revert to the code of practice for the correct process in order to obtain CCTV for a road traffic collision/property or any other type of request.

If you have any queries regarding this form, or your application, please contact us via SubjectAccess@bolton.gov.uk

Section 4

Asks you to sign and date declaring the information you have supplied in the request form is correct and that the information requested is in relation to you.

When you have completed and checked the form, please send to SubjectAccess@bolton.gov.uk

COMPLAINTS

If you do have cause to complain about any aspect of the Council's CCTV Systems, please write to Customer Services, Bolton Council, Access Bolton, Town Hall, Ground Floor, FREEPOST NAT 15393.



**BOLTON COUNCIL'S CCTV
SURVEILLANCE SYSTEM
Request for Access to Data**

Data Protection Act 2018 and UK General Data Protection Regulation

SECTION 1 - About Yourself

The information requested below is to help us (a) check your identify and (b) find any data held about you.

PLEASE USE BLOCK LETTERS

Title (Mark X as appropriate)	Mr.		Mrs.		Miss		Ms.	
Surname								
First Names								
Sex (tick box)	Male			Female				
Date of Birth								
Place of Birth	Town							
	Country							

Your email address (to which we will reply to)	
Your telephone number in case we need to contact you	

Your current home address		
Dates of Occupancy	From:	To:

If you have lived at the above address for less than 10 years, please give your previous address details below.

Previous addresses		
Dates of Occupancy	From:	To:
Previous addresses		
Dates of Occupancy	From:	To:



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Request for Access to Data
Data Protection Act 2018 and UK General Data Protection Regulation

SECTION 2 Proof of Identity

To help establish your identity, your application must be accompanied by **TWO** official documents which between them clearly shows your name, date of birth and current address.

For example: a birth/adoption certificate, driving license, medical card, passport or other official document that shows your name and address.

Also, a recent, full face photograph of you.

Failure to provide this proof of identity may result in refusal of this CCTV.

SECTION 3 To Help us Find the Information

If the information you require relates to a vehicle, property, please note this is not personal data (This request form is in relation to your own personal data/We will be required to identify yourself on CCTV footage). Please see the process for requesting CCTV for a vehicle/road traffic collision on Bolton Council Website.

Date(s) of incident	
Time(s) of incident	
Location of the incident	
Full details of the incident you are requesting (Please note we need as much information as possible, in order to locate the correct CCTV footage)	



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SECTION 4 Declaration

DECLARATION (to be signed by the applicant)

The information that I have supplied in this request form application is correct and I am the person to whom the incident/request relates to.

Signed by	
Date	

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Further Information: These notes are only a guide. The law is set out in the Data Protection Act 2018 and the UK General Data Protection Regulation, obtainable from www.legislation.gov.uk

Further information and advice may be obtained from: -

**The Information Commissioner's
Office Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF
Tel:- 0303 123 1113 www.ico.org.uk**

Please note that this request form application for access to information must be made direct to Bolton Council via SubjectAccess@bolton.gov.uk and **NOT** to the Information Commissioner.