CCTV Subject Access Request Form

Under the terms of the Data Protection Act 2018, an individual is entitled to ask UHI Perth for a copy of all the personal information which it holds about them for the purposes of providing services to the individual.

The information, which the individual is entitled to receive 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 UHI Perth 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: Date:

Signed:

4 **Proof of Identity**

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 you 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:

**Clerk to the Board of Management/FOI, UHI Perth, Crieff Road, Perth, PH1 2NX**

**or email** **dataprotection.perth@uhi.ac.uk**

UHI Perth is committed to the principles defined in the Data Protection Act 2018. As such,

information on this document will be used only for the purposes described above.

A copy of our full [Privacy Notice](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.perth.uhi.ac.uk%2Ft4-media%2Fone-web%2Fperth%2Fabout-us%2Fpolicies-regulations-and-guidelines%2Fprivacy-notices%2Fprivacy-notice-freedom-of-information.docx&wdOrigin=BROWSELINK) is available on the UHI Perth website.