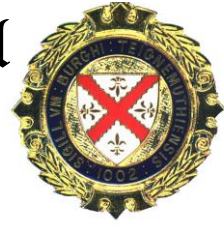


Teignmouth Town Council

T. Higgs
Town Clerk

Town Clerk's Office
Bitton House
Bitton Park Road
TEIGNMOUTH
South Devon TQ14 9DF



DATA PROTECTION ACT 1998

CCTV Subject Access Application Form

This form is to be completed when you request information pertaining to you that has been recorded on CCTV by Teignmouth Town Council

We will keep this form on file for 2 years after we reply to your request. We may transfer some of the information you give on this form to a computerised database to help us monitor and improve our performance. After two years we will destroy this form and delete identifying details from our database.

Date of request.....

Name.....Mr/Mrs/Miss/Ms

Address.....

.....

.....

Postcode.....Telephone No.....

Location of camera.....

Relevant dates.....

Relevant Times.....

Description of requirement or incident entered here please

Data Subject Declaration

I wish to access personal data in the form of CCTV images that Teignmouth Town Council has recorded on its CCTV system.

I understand that the Council may need to contact me to confirm my identity. I understand the council may need more information from me to find the personal data that I have requested. The 40 day reply period will begin once I provide all the information the Council needs to find my personal data.

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

I ENCLOSE A SEARCH FEE IN THE SUM OF £35.00

Please send me the information I am entitled to under section 7(1) of Data Protection Act 1998.

Signed.....date.....

Please return this form to:

Teignmouth Town Council

Bitton House

Bitton Park Road

TEIGNMOUTH

South Devon TQ14 9DF