



BURGHFIELD PARISH COUNCIL CCTV SURVEILLANCE SYSTEM **Request for Access to Data**

CCTV (Closed Circuit Television also referred to as a “surveillance camera system”) has been installed by Burghfield Parish Council with the primary purpose of reducing the threat of crime generally, protecting Burghfield Parish Council premises and helping to ensure the safety of users, the general public and staff, consistent with the respect for the individual’s privacy.

The system will be used for the following purposes:

- to create a safer community
- to reduce the fear of crime
- to reduce the vandalism of property
- to prevent, deter and detect crime and disorder
- to gather evidence by a fair and accountable method
- to assist the police, Burghfield Parish Council and other Law Enforcement Agencies with identification, detection, apprehension, and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of byelaws
- to deter potential offenders by publicly displaying the existence of CCTV: having cameras clearly sited that are not hidden and signs on display
- to assist all Emergency Services to carry out their lawful duties

The system comprises a fully functional deployable camera located at the Common Recreation Ground, Recreation Road, Burghfield. Camera images are not monitored but are recorded locally on the site where they operate, and access is only available to limited people. Images are captured 24 hours a day, seven days a week. Signs will be prominently placed at strategic points to inform members of the public that a CCTV system is in use. Although every effort has been made to guarantee the effectiveness of the system, it is not possible to guarantee the system will detect every incident taking place within the area of coverage.

Burghfield Parish Council has followed the CCTV guidelines produced by the Information Commissioner’s Office (ICO)

Access to images

Access to Images will be restricted to those that need to have access in accordance with the purposes of the system. Disclosure of recorded material will only be made to third parties in strict accordance with the purposes of the system and is limited to the following:

- Police and other law enforcement agencies where the images recorded could assist in a specific criminal enquiry and / or the prevention of terrorism and disorder.
- Prosecution and Safeguarding agencies
- Relevant legal representatives.
- People whose images have been recorded and retained (unless disclosure to the individual would prejudice criminal enquiries).
- Parents/appropriate adults connected to an incident under review and involving someone aged under 18.

All requests for disclosure should be documented. If disclosure is denied, the reason should be recorded.

All footage can be exported if needed to be kept as part of an investigation. Stored images are only kept for 30 days. This allows sufficient time and chance to come back to an event that has occurred.

CCTV footage is not backed up so unless exported, it will be overwritten by the latest coverage.

Individuals' access rights

The Data Protection Act 1998 and General Data Protection Regulations (2018) give individuals the right to access personal information about themselves, including CCTV images.

Your Rights

Subject to certain exemptions, you have a right to be told whether any personal data is held about you. You also, have a right to a copy of that information in a permanent form except where the supply of such a copy is not possible or would involve disproportionate effort, or if you agree otherwise. Burghfield Parish Council will only give that information if it is satisfied as to your identity. If release of the information will disclose information relating to another individual(s) who can be identified from that information, Burghfield Parish Council is not obliged to comply with an access request unless: -

- The other individual has consented to the disclosure of information, or
- It is reasonable in all the circumstances to comply with the request without the consent of the other individual(s).

Burghfield Parish Council Rights

Burghfield Parish Council may deny access to information where the Act allows. The main exemptions in relation to information held on the CCTV System are where the information may be held for: -

- Prevention and detection of crime.
- Apprehension and prosecution of offenders.

Should the release of the data likely prejudice any of the above purposes then access can be refused.

Fee

A fee of £10 is payable for each access request.

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 it holds is secure and it 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 - The declaration must be signed by you.

When you have completed and checked this form, together with the required **TWO** identification documents, photograph, and fee, please send to:

Burghfield Parish Council, P.O Box 7381, Reading, RG1 9XP

If you have any queries regarding this form, or your application, please contact us either via phone on **0118 983 1748** or email enquiries@burghfieldparishcouncil.gov.uk

Complaints

Complaints and enquiries about the day-to-day operation of BPC CCTV systems should be addressed to the Parish Clerk at enquiries@burghfieldparishcouncil.gov.uk

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SECTION 1 - About Yourself

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

PLEASE USE BLOCK LETTERS

Title <i>(tick box as appropriate)</i>	Mr		Mrs		Miss		Ms	
Other Title <i>(e.g., Dr., Rev., etc.)</i>								
Surname/Family Name								
First Names								
Maiden Name/Former Names								
Date of Birth								
Place of Birth	Town							
	Country							

Your Current Home Address		
<i>(for correspondence)</i>		
	Postcode:	
Tel. No: <i>(Preferred contact no.)</i>		

If you have lived at the above address for less than 10 years, please give your previous address for the period:

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

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SECTION 2 - Proof of Identity

To help establish your identity, your application must be accompanied by **TWO** official documents that between them clearly show 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.

A recent, full-face photograph.

Failure to provide this proof of identity may delay your application.

SECTION 3 - Supply of Information

You have a right, subject to certain exceptions, to receive a copy of the information in a permanent form. Do you wish to?

(a) View the information and receive a permanent copy

YES/NO

(b) Only view the information

YES/NO

SECTION 4 - Declaration

DECLARATION (to be signed by the applicant)

The information that I have supplied in this application is correct and I am the person to whom it relates.

Signed by

Date

**Warning – a person who impersonates or attempts to impersonate another
may be guilty of an offence.**

Please complete Section 5 and then check the 'CHECK' box (on page 5) before returning the form.

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SECTION 5 - To Help us Find the Information

If the information you have requested refers to a specific offence or incident, please complete this Section

Please tick the relevant box below:

A person reporting an offence or incident	<input type="checkbox"/>
A witness to an offence or incident	<input type="checkbox"/>
A victim of an offence	<input type="checkbox"/>
A person accused or convicted of an offence	<input type="checkbox"/>
Other – please explain	
Date(s) and time(s) of incident	
Place incident happened	
Brief details of incident	