



Kunsill Lokali Hal Tarxien

CCTV SUBJECT ACCESS REQUEST FORM

Under the terms of the Data Protection Legislation a data subject has the right to request a copy of any personal information held about him/her, whether it is in hard copy, electronic or CCTV.

Please complete this form, providing as much information as possible, should you wish to exercise your right in requesting disclosure of your data recorded on CCTV.

PLEASE NOTE THAT AS PER THE COUNCIL'S SURVEILLANCE CAMERA POLICY, RECORDED DATA IS HELD FOR A MAXIMUM OF 7 DAYS BEFORE IT IS DELETED

1. Data Subject's Personal Details	
Full Name & Surname:	
Postal Address:	
Contact Number:	
Email Address:	
2. Information Required	
We need this section to be filled diligently to be able to find the CCTV data you require.	
Location/position of CCTV camera:	
Date image was taken:	Time image was taken:
Brief description of the applicant's appearance and likely footage activities expected to have been captured by CCTV camera in question:	
A recent portrait photograph of the data subject may also be required to assist identification of the relevant images.	

Any other information that might assist us in finding the information required:	
Do you require a hard copy of the image or would “viewing” the images will be sufficient?	<input type="checkbox"/> Hard Copy <input type="checkbox"/> Viewing
How would you like us to deliver the images? (make sure that you have filled in the correct contact details above)	<input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery <input type="checkbox"/> Electronic
3. Declaration	
I, _____, confirm that the information provided on this form is correct and that I am the person whose name appears on this form. I understand that: (1) Kunsill Lokali Hal Tarxien must confirm proof of identity and may need to contact me again for further information; (2) my request will not be valid until Kunsill Lokali Hal Tarxien receives all of the required information to process the request; and (3) I am entitled to one free copy of the personal data I have requested, and acknowledge that for any further copies I request, Kunsill Lokali Hal Tarxien may charge a reasonable fee based on administrative costs.	
Signature:	Date:
In case of an authorised person this should be filled and signed too	
I, _____, confirm that I am authorized to act on behalf of the data subject. I understand that Kunsill Lokali Hal Tarxien must confirm my identity and my legal authority to act on the data subject’s behalf and may need to request additional verifying information.	
Name:	
Postal Address:	
Contact Number:	
Email Address:	
Signature:	Date:

4. Proof of Identity

We require proof of your identity before we can respond to your access request. To help us establish your identity, you must provide identification that clearly shows a picture of you together with your name, and date of birth. If you have changed your name, please provide the relevant documents evidencing the change.

We may request additional information from you to help confirm your identity and your right to access, and to provide you with the CCTV images.

We would also need to proof the identity of the person making a request on behalf of the data subject in case of any.

We accept a copy of the documents shown below as proof of an individual's legal authority to act on the data subject's behalf.

We reserve the right to refuse to act on a request if we are unable to verify the individual's legal authority to act on the data subject's behalf or their identity.

Data Subject:

Identity Card Driving Licence

Passport

Other _____

Authorised Person:

Identity Card Driving Licence

Passport

Other _____

Document provided to proof
authorisation to make request on behalf
of data subject:

a written consent signed by the data
subject (signature needs to be
authenticated)

a certified copy of a Power of
Attorney

evidence of parental responsibility.

Other _____

5. For Office Use only

I confirm that I have received this form on the date shown below

via email hand delivery

and have verified that the form was accompanied with the following documents

Data Subject:

Identity Card Driving Licence

Passport

Other _____

Person making request on behalf of data subject:

Identity Card Driving Licence

Passport

Other _____

Document provided to proof authorisation to make request on behalf of data subject:

a written consent signed by the data subject (signature needs to be authenticated)

a certified copy of a Power of Attorney

evidence of parental responsibility.

Other _____

Signature:

Date: