



Northumberland County Council

Body Worn Video Subject Access Request

Please write in BLOCK CAPITALS in the boxes

I am the data subject (the person the video footage is about)

I am acting on behalf of the data subject (see below)

If you are seeking information for someone who is unable to act for themselves, you must explain your relationship, what information you require and why it is required. Please note that information relating to someone else will not be disclosed without the data subject's written consent or an appropriate Court Order or Power of Attorney. You must also complete Part 2.

The Data Subject's written consent to disclosure of information at part 3

A Court Order or Power of Attorney permitting release of the information requested at part 3

My relationship to the Data Subject is:
(eg. Solicitor, husband, civil partner, brother)

Part 1 – Data Subject Personal Details

Title	<input type="text"/>	Full Forename(s)	<input type="text"/>	Surname	<input type="text"/>
Date of Birth	<input type="text"/>	Gender (please delete)	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Address	<input type="text"/>			Daytime telephone	<input type="text"/>
				Mobile Number	<input type="text"/>
Postcode	<input type="text"/>			Email address:	<input type="text"/>

Part 2 – Your Personal Details (ONLY complete if acting on behalf of a Data Subject)

Title	<input type="text"/>	Full Forename(s)	<input type="text"/>	Surname	<input type="text"/>
Address	<input type="text"/>			Daytime	<input type="text"/>
				Mobile Number	<input type="text"/>
Postcode	<input type="text"/>			Email address:	<input type="text"/>

Important: We need proof of your identity before we can disclose personal data.

If you are the Data Subject (the person the video footage is about) - you will need to provide a copy of a recent document showing your name and address, and photographic evidence, such as passport.

If you are acting on behalf of the data subject you will have to provide the evidence outlined above for the data subject, and proof of your own identity.

Part 3 – Details of video footage requested

Please give as much detail about the video footage and event as possible.

Please note that this request **must** be made within **31 days** of the event as video footage is automatically deleted after this time.

Date footage taken		Day taken		Time taken	
Location that the footage was taken and event occurred:					
Further event details:					
If you were issued with a Penalty Charge Notice (PCN), please provide details:					
PCN Number (starts NV or UN)			Vehicle Registration Mark		

Part 4 – Declaration by Requester

Please note: as the information being requested is video footage of an event taken on a body worn camera to verify the identity of the requester (Data Subject) we will require photographic evidence. We must be able to identify the data subject from the photographic evidence and the video footage.

I enclose a copy of photographic proof of identity of the data subject passport or driving licence

I enclose a copy of a recent document showing the data subjects name and address

If applying on behalf of someone else, I enclose a copy of a recent document showing the my name and address

I have enclosed £10 fee (cheques made payable to Northumberland County Council)

I declare, that to the best of my knowledge, the information I have provided on this form is correct

Signature:	Name in Capitals	
	Date	

Please return the completed form and required evidence and payment to:

Information Governance Office, NCC, County Hall, Morpeth, Northumberland, NE61 2EF

Further details can be found on our website at parking.northumberland.gov.uk, or by calling 0800 4006400

When all the required information is submitted you will receive a response within 40 days

For Office Use Only

Date Received		Received by				
Signed form	Y	N	SAR Log and checklist	Y	N	
Evidence of identity	Y	N	Date Rc'd			
Fee paid	Y	N	Date Rc'd		Pay Ref	