

**CCTV Recorded Images**

You are advised to read [How to apply for information under the Data Protection Act 1998](#) on the Merton website prior to completing this form. We do not have to give any information identifying someone else unless that person agrees.

In relation to this application dealing solely with recorded images, are you:

- The person reporting an offence or incident to which this request relates? Yes  No
- A witness to an offence or incident to which this request relates? Yes  No
- A person accused or convicted of an offence to which this request relates? Yes  No
- A victim of an offence to which this request relates? Yes  No
- Other  (please explain)

Please give details of:

Date:

Time:

Location(please be precise):

If the information you require relates to your vehicle supply make. Model, colour and registration number

Any other information that will help us in identifying the data requested (such as what you were wearing)

**DECLARATION** *(to be signed by the applicant)*

The information I have supplied in this application is correct, and I am the person to whom it relates (We do not have to give any information identifying someone else, unless that person agrees)

Name.....

Address.....

Contact telephone number(s).....

Email address.....

Signature..... Date.....

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

**CHECKLIST:** Before sending your application, please ensure you have

- Read the [How to apply for information under the Data Protection Act 1998](#)
- Completed all relevant sections of the form
- Signed the declaration
- Enclosed your identification documents (a copy of one of the documents listed on page 2 under **Details of identity document(s)**). Please do not send originals but you will be required to produce the original documents prior to viewing any data. Call 020 8545 4724 for any queries on identification documents or any other aspect of this Subject Access Request.

**Please send your full application to:** CCTV, Civic Centre, London Road, Morden SM4 5DX



**FOR OFFICIAL USE ONLY**

**Date application received:**

**Date application checked:**

**Details of identity document(s) received:**

Two official documents that between them clearly show the subject's name, date of birth and current address.

1. UK or EU Driving Licence  Passport  Birth Certificate  Marriage Certificate   
Other\*(list)

2. Utility Bill  Bank statement  NHS/Medical card   
Official document from Home Office/Solicitor   
Other\*(list)

**Plus a recent passport sized photograph of the data subject if not include in the documentation submitted.**

*\* check with CCTV Manager*

**Identity document(s) checked:**

**Date document(s) returned to applicant:**

**Completed by: Name**

**Signature**

**Position:**

**Images agreed to be disclosed for viewing: Yes/No**

**Requester updated?: Yes/No**

**Date:**

**What arrangements have been made for viewing?**

**Date viewed by subject:**

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**Copy of images agreed to be released on disc: Yes/No**

**Date footage released:**

**Details of release (secure post/by hand)**

**Royal mail reference:**

**Completed by: Name**

**Signature**

**Position**