

THIRD PARTY DATA SUBJECT ACCESS REQUEST FORM

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Please complete this form if you are requesting data about someone other than yourself.

1 Your Details

Mr Miss Mrs Ms

Forename(s)
Surname
Position

Organisation's Name

Address
Post Code

Daytime Phone Number
Email Address

2 Data Subject Details (The person whose data is being requested)

Mr Miss Mrs Ms

Forename(s)
Surname

Home Address
Post Code

Daytime Phone Number
Email Address

3 Your Relationship to the Subject

4 Proof of Identity - CCTV Evidence

For positive identification of the subject we provide the following photographs:

Full face view Profile face view

Full length wearing cloths worn at the time

5 Data Subjects Authorisation

Do you have the subject's authority to make this request?

Yes No

If the Subject is an employee, the individual has been made aware that Surveillance & Security data may be used to monitor employees whilst carrying out work duties.

Yes No

Explain the nature of your authority and enclose any supporting documents

6 Point of Data Capture

Address
Post Code

Describe the location that you believe the data was captured.

Details

7 Data Type

The type of data my request relates to is;

CCTV Access Control

8 Time Window & Details

Date & Time (24 Hour) of Visit

From:

To:

In the case of a request relating to CCTV; Describe clothing worn and/or vehicle type, colour & registration (if relevant).

Details

If CCTV describe any incident that took place that will aid identification.

Details

7 Application Processing

Subject to satisfying the Data Protection Act 2018 (DPA) and UK General Data Protection Regulation (UK GDPR) criteria, you may be eligible to receive a copy of the information in a permanent form. Do you wish to?

- View the data held on site
- Receive a permanent copy
- Receive acknowledgement of the fact that data is held

8 Declaration

I/we understand that it may be necessary for the recipient of this form to obtain more detailed information to be satisfied as to the data subject's identity, or locate the data subject's personal data.

Personal data that you share with us in the context of this data subject access request is processed in accordance with our Privacy Policy which is accessible via our website.

I/we accept that upon receiving this information I/we will treat this in strictest confidence and in accordance with the DPA and UK GDPR requirements.

I/we understand that if data being used as evidence in HR issues the employee should have previously been made aware that CCTV and Access control data may be used to monitor them when carrying out work duties.

By signing this declaration, I/we confirm the information I/we have provided is true and to the best of my/our knowledge.

Signature

Date