



SUBJECT ACCESS REQUEST (SAR) FORM

Request for Access to Personal Data (Including CCTV Footage). Under the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018, individuals have the right to request access to their personal data.

Please complete this form if you wish to access personal data that we may hold about you, including CCTV footage.

1. YOUR DETAILS

Full Name:

Address:

Postcode:

Phone Number:

Email Address:

2. Are You Requesting Information About Yourself?

Yes

No – If no, please complete Section 3 below

3. Details of the Data Subject (If You Are Requesting on Behalf of Someone Else)

Full Name of Data Subject:

Relationship to Data Subject:

Reason for Request on Their Behalf:

You must provide proof of your authority to act on their behalf (e.g. written consent, power of attorney).

4. Description of the Information Requested

Please describe the personal data you are requesting access to. If requesting CCTV footage, please include the following:

- **Date and time** of the incident
- **Location** of the camera(s)
- **Description of your appearance** (clothing, actions, etc.)
- **Any other relevant information** to help us locate the footage

Description:

5. Proof of Identity

To process your request, we require **two forms of ID**:

- Copy of photo ID (e.g. passport or driving licence)
 - Proof of address (e.g. utility bill dated within the last 3 months)
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6. Preferred Format for Response

- Email (secure attachment)
 - Post (to the address above)
 - Collect in person (you will be contacted when ready)
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7. Declaration

I certify that the information provided on this form is true. I understand that knowingly making a false declaration may be a criminal offence. I acknowledge that Tickhill Town Council may need to contact me to confirm my identity and to clarify the request.

Signature:

Date of

Request:

