

## CCTV Request Form

Please complete the form below providing as much details as possible to help identify and locate the information requested. An asterisk (\*) indicates a mandatory field, as without these we will not be able to process your request. Please note that a fee may be applicable. Please see the guidance notes at the end of this document.

<b>Details of Applicant (data subject)</b>	
Title	
*First Name	
* Surname	
* Postal or email address	
Telephone No.	
Organisation (if applicable)	
<p>NPTC Group of Colleges will treat your personal information in line with the Data Protection Act 2018 and the General Data Protection Regulation. The information you provide on this form will be used to process your request. It will not be shared with any third parties, will be held securely, will not be used for any other purpose and will not be retained for longer than required.</p>	

<b>Details of request</b>
<p>* Please use this section to give details that will help us locate the footage required, for example date, time, location and a description of the information or incident. The more specific the detail the easier it will be to locate the data. <b>Please note that we only retain footage for 30 days after it has been recorded.</b></p>

**Note:** If you are acting on behalf of the Data Subject you must have their signed, written authority to do so and you must enclose that authority with your request. Please complete this section with your details, as well as the above form, taking care to submit the request with the appropriate proofs of identity.

<b>Details of the Third Party requesting the information</b>	
*Full name	
*Address	
Email address	
Telephone No:	

<b>Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.</b>

<b>How would you like to receive the information</b>	
CCTV footage is usually provided on a DVD. Please state how you would like to receive the requested information.	
Come into collect DVD	
Sent by post (recorded delivery) to address given above.	
Other (please state)	

**Please send the completed form to:**

By post to:  
 Data Protection Officer  
 NPTC Group of Colleges  
 Neath College  
 Dwr y Felin Road  
 Neath  
 SA10 7RF

or

Email to:  
 Data-protection-officer@nptcgroup.ac.uk

## How To Make A Request for CCTV Footage

Under the Data Protection Act 2018 (DPA) and the EU General Data Protection Regulation (GDPR), an individual (the data subject) is entitled to be told if personal data is being used or stored by NPTC Group of Colleges (the data controller) and to be supplied with a copy of any such information (Article 15 of GDPR).

Requests may be made in writing, either by letter or email, or verbally. Please note that whilst completion of the attached form is not compulsory, its use will help provide us with the necessary data to process your request. If you make your request verbally, we would recommend you follow it up in writing. Please note that we may request further information to confirm your identity. The period for responding to your request begins when we receive the additional information.

**Please note that we only retain footage for 30 days after it is been recorded.**

When making a CCTV footage request please include the following information:

- Your name and contact details
- Any information we can use to identify or distinguish you from other people with the same name (e.g. staff number, student number)
- Any details or relevant dates that will help identify what you want, including location and time.

We will respond to your request within 30 days. If further information is requested from you in relation to confirming your identity the 30 days will begin from when we receive the additional information. It should be noted that some data may be exempt from disclosure. The Group will inform you if any of the requested data has been withheld due to it being the subject of an exemption.

Under Article 15 of GDPR there is no charge for making a request. However, the Group has the discretion to decide whether to charge an individual where additional technical work is required or when the request is repeated or unreasonable.

### Requests being made on behalf of others

Requests can be made via a third party. In such cases we will need to be satisfied that the third party making the request is entitled to act on behalf of the individual. The third party will be required to provide evidence of this entitlement. Evidence may include a written authority from the data subject or a power of attorney. Please note that confirmation of identity will still be required from the data subject.

The Group's Data Protection Officer can be contacted by email at [data-protection-officer@nptcgroup.ac.uk](mailto:data-protection-officer@nptcgroup.ac.uk) or by telephone on 0330 818 9014.