

Mid Sussex District Council

PLEASE NOTE THAT RECORDED DATA IS ONLY HELD FOR 31 DAYS BEFORE IT IS DELETED, FOR BODY WORN CAMERAS THIS IS EXTENDED TO 60 DAYS

Please use block capitals

Section 1: About yourself

Name				
Home address (including postcode)				
Telephone Number				
Email address				
Gender (tick box)	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Date of Birth				

Section 2. To help us find the CCTV data you require, please complete the following section

Date		Time (to nearest hour)	
Location			
Brief details of incident			
Brief description of what you were wearing			

Section 3: Supply of information

You have the right, subject to certain exceptions, to receive a copy of information in a permanent form. Do you wish to:

(a) View the information and receive a permanent copy

Yes / No

(b) View the information only

Yes / No

Section 4: Proof of identity

To help establish your identity your application must be accompanied by **TWO** official documents that between them clearly show your name, date of birth and current address.

For example: a birth/adoption certificate, driving licence, medical card, passport, utility bill or other official document that shows your name and address.

We will also need a recent, full-face photograph of yourself.

Section 5: Declaration

Declaration (to be signed by the applicant)

The information that I have supplied in this application is correct and I am the person to whom it relates.

Signed

Date

Before returning this form please check:

- **Have you completed ALL Sections in this form?**
- **Have you enclosed TWO identification documents?**
- **Have you enclosed a full face photograph of yourself?**
- **Have you signed and dated the form?**

Please return the completed form to:

Data Protection Officer
Digital & Customer Services
Mid Sussex District Council
Oaklands Road
Haywards Heath
RH16 1SS

If you would prefer not to send official documents through the post please call in to the main reception where copies of your documents can be taken. Please bring this form with you.

The information you provide will be subject to rigorous measures and procedures to make sure it can't be seen, accessed or disclosed to anyone who shouldn't be allowed to see it.

For information about how Mid Sussex District Council, stores and processes your data please see our privacy notice available at <https://www.midsussex.gov.uk/about-us/privacy-notice/>.