# Mid Sussex District Council

**PLEASE NOTE THAT RECORDED DATA IS ONLY HELD FOR 30 DAYS BEFORE IT IS DELETED, FOR BODY WORN CAMERAS THE DATA IS HELD FOR TO 60 DAYS**

Section 1: About yourself

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | | |
| Home address (including postcode) |  | | | |
| Telephone Number |  | | | |
| Email address |  | | | |
| Gender (tick box) | Male |  | Female |  |
| 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: Proof of identity

To help establish your identity your application must be accompanied by **TWO** 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. You can photograph these and attach them to the email with this form.

We will also need a recent photograph of yourself or your car.

Before returning this form please check:

* **Have you completed ALL Sections in this form?**
* **Have you attached copies of TWO identification documents?**
* **Have you enclosed a full face photograph of yourself?**

Please return the completed form to: dataprotection@midsussex.gov.uk

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-](https://www.midsussex.gov.uk/about-us/privacy-notice/) [us/privacy-notice/.](https://www.midsussex.gov.uk/about-us/privacy-notice/)