

Subject Access Request Form - CCTV Footage

Use this form to request a copy of CCTV footage in which you appear, under Article 15 of the UK GDPR. Please return the completed form to:

Data Protection Officer
Lisburn & Castlereagh City Council
Civic Headquarters
Lagan Valley Island
Lisburn
BT27 4RL

or email: dataprotection@lisburncastlereagh.gov.uk

Section 1 - Your details (the person the footage is about)

Full name	
Address	
Postcode	
Telephone	
Email	

Section 2 - Proof of identity

So that we release footage only to the right person, please enclose a copy of one photographic identity document (passport or driving licence) and one proof of address dated within the last three months (for example a utility bill or bank statement).

Section 3 - Details to help us find the footage

Date(s) required	
Time (from - to), as precise as possible	
Location / area covered	
Description of yourself (clothing, appearance)	
Reason for your request (optional)	

Section 4 - If you are requesting on behalf of someone else

Your full name	
Your relationship to the person	
Written authority enclosed? (yes/no)	

Section 5 - Declaration

I confirm that the information I have provided is accurate, and that I am the person in the footage, or am authorised to act on their behalf and have provided this information in Section 4 of this form. I understand the Council will respond within one calendar month and may redact images of other people before release.

Signature	
Date	

Please note:

Footage is normally kept for only 30 days, so please submit your request promptly. If the footage is no longer available it may have been deleted in the ordinary course of business. There is normally no charge for a request.

For office use only

Date received	
Identity verified (Y/N)	
Footage located (Y/N)	
Response due date	
Redaction applied (Y/N)	
Released / refused (with reason)	