

# **WIGAN COUNCIL'S CCTV SYSTEMS**

This information sheet contains advice and information for the general public regarding data recorded by Wigan Council's CCTV Systems and the provisions of the Data Protection Act 1998.

## **THE PURPOSES FOR WHICH IMAGES ARE RECORDED**

Full details of the principles and criteria under which Council owned CCTV systems operate may be found in the CCTV Code of Practice (copies are available from the Town Hall), or from the website [www.wigan.gov.uk](http://www.wigan.gov.uk).

## **RECORDED IMAGES**

All CCTV recordings are retained for a minimum period of 31 days. If no legitimate request for retention of the recording has been made, it is then erased or overwritten. All requests for retention of recordings are considered against the provision of the Data Protection Act and the CCTV Code of Practice.

Recorded data will only be used for the purposes defined in the Code of Practice.

Access to recorded data shall only take place in the circumstances defined in the Code of Practice and the provisions of relevant legislation.

Recorded data will not be sold or used for commercial purposes or the provision of entertainment. However, in exceptional circumstances images may be released but subject to strict controls and with the approval of senior management

All data released shall remain the property of Wigan Council.

## **DISCLOSURE TO THE GENERAL PUBLIC**

The showing of recorded data to the public will only be permitted in accordance with the CCTV Code of Practice and the provision of the Data Protection Act 1998.

In every case, a written application in an approved format (application forms are available from Places Directorate); clearly showing the reason(s) for the request is required.

A charge not exceeding the prescribed maximum is payable for each request to view recorded images.

## **COMPLAINTS**

If you do have cause to complain about any aspect of the Council's CCTV Systems, please write to the Director of Environment, Places Directorate, Civic Buildings, New Market Street, Wigan WN1 1RP.

## WIGAN COUNCIL CCTV SURVEILLANCE SYSTEM Data Protection Act 1998



### How to Apply for Access to Information Held on the CCTV System

These notes explain how you can find out what information, if any, is held about you on the CCTV system.

#### Your Rights

Subject to certain exemptions, you have a right to be told whether any personal data is held about you. You also have a right to a copy of that information in a permanent form except where the supply of such a copy is not possible or would involve disproportionate effort, or if you agree otherwise. Wigan Council will only give that information if it is satisfied as to your identity. If release of the information will disclose information relating to another individual(s) who can be identified from that information, Wigan Council is not obliged to comply with an access request unless:-

- The other individual has consented to the disclosure of information, or
- It is reasonable in all the circumstances to comply with the request without the consent of the other individual(s).

#### Wigan Council Rights

Wigan Council may deny access to information where the Act allows. The main exemptions in relation to information held on the CCTV System are where the information may be held for:-

- Prevention and detection of crime.
- Apprehension and prosecution of offenders.

Should the release of the data likely to prejudice any of the above purposes

#### Fee

A fee of £10 is payable for each access request, which must be in pounds sterling. Cheques, Postal Orders, etc., should be made payable to Wigan Council.

**THE APPLICATION FORM: (N.B. ALL sections of the form must be completed. Failure to do so may delay your application).**

**Section 1** Asks you to give information about yourself that will help us to confirm your identity. We have a duty to ensure that information it holds is secure and it must be satisfied that you are who you say you are.

**Section 2** Asks you to provide evidence of your identity by producing TWO official documents (which between them clearly show your name, date of birth and current address), together with a recent full face photograph of you.

**Section 3** The declaration must be signed by you.

**When you have completed and checked this form, take or send it, together with the required TWO identification documents, photograph and fee to:-**

**Wigan Council  
Risk Management and Security Section  
Places Directorate  
Wigan Town Hall  
Library Street  
Wigan  
WN1 1YN**

*If you have any queries regarding this form, or your application, please contact us on;*

**01942 827575/827747**

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**SECTION 1 About Yourself**

The information requested below is to help us (a) satisfy itself as to your identify and (b) find any data held about you.

PLEASE USE BLOCK LETTERS

<b>Title</b> ( <i>tick box as appropriate</i> )	Mr		Mrs		Miss		Ms	
<b>Other Title</b> ( <i>eg. Dr., Rev., etc.</i> )								
<b>Surname/Family Name</b>								
<b>First Names</b>								
<b>Maiden Name/Former Names</b>								
<b>Sex</b> ( <i>tick box</i> )	Male			Female				
<b>Height</b>								
<b>Date of Birth</b>								
<b>Place of Birth</b>	Town							
	Country							

<b>Your Current Home Address</b> ( <i>to which we will reply</i> )								
A telephone number will be helpful in case you need to be contacted.	Postcode				Tel. No.			

If you have lived at the above address for less than 10 years, please give your previous address for the period.

<b>Previous address(es)</b>								
<b>Dates of Occupancy</b>	From:				To:			
<b>Dates of Occupancy</b>	From:				To:			

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**SECTION 2 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 or other official document that shows your name and address.

Also a recent, full face photograph of you.

**Failure to provide this proof of identity may delay your application.**

**SECTION 3 Supply of Information**

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

(a) View the information and receive a permanent copy

YES/NO

(b) Only view the information

YES/NO

**SECTION 4 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 by

Date

**Warning – a person who impersonates or attempts to impersonate another may be guilty of an offence.**

**NOW – please completion Section 5 and then check the 'CHECK' box (on page 5) before returning the form.**

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**SECTION 5 To Help us Find the Information**

If the information you have requested refers to a specific offence or incident, please complete this Section.

Please complete a separate box in respect of different categories/incidents/involvement. Continue on a separate sheet, in the same way, if necessary.

If the information you require relates to a vehicle, property, or other type of information, please complete the relevant section overleaf.

Were you: *(tick box below)*

A person reporting an offence or incident

A witness to an offence or incident

A victim of an offence

A person accused or convicted of an offence

Other – please explain


Date(s) and time(s) of incident

Place incident happened

Brief details of incident




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**Further Information:**

These notes are only a guide. The law is set out in the Data Protection Act 1998, obtainable from a Government Stationery Office. Further information and advice may be obtained from:-

**The Office of the Data Protection Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF**

**Tel. (01625) 545745**

Please note that this application for access to information must be made direct to Wigan Council (address on Page 1) and **NOT** to the Data Protection Commissioner

<b><u>OFFICIAL USE ONLY</u></b>	
<b>Please complete ALL of this Section (refer to CHECK box above).</b>	
Application and legible <input type="checkbox"/>	Date Application Received <input type="text"/>
Identification documents checked <input type="checkbox"/>	Fee Paid <input type="text"/>
Details of 2 Documents (see page 4) <input type="text"/>	Method of Payment <input type="text"/>
	Receipt No. <input type="text"/>
	Documents Returned <input type="text"/>
<b>Member of Staff completing this Section</b>	
Name <input type="text"/>	Location <input type="text"/>
Signature <input type="text"/>	Date <input type="text"/>