



CCTV Subject Access Request Form

According to Data Protection legislation an individual is entitled to ask the Clifton Suspension Bridge Trust for a copy of all the personal information which it holds about him/her for the purposes of providing services to the individual. Please complete this form, providing as much information as possible, should you wish to exercise your right in requesting access to your information.

Please note that recorded CCTV data is only held for 28 days before it is routinely deleted.

1. Personal Details	
Name:	
Address:	
Telephone number:	Mobile:
Do you own a bridge card? Yes/No If yes, please give card number:	

2. Information Required	
To help us find the CCTV data you require, please complete the following sections:	
Date:	Time:
Location:	
Description of Incident:	

3. Declaration	
I confirm that this is all of the personal data to which I am requesting access and which is held by the Clifton Suspension Bridge Trust for its purposes. I also confirm that I am the Data Subject and not someone acting on his or her behalf.	
Signed:	Date:
Or, I confirm that I am acting on behalf of the Data Subject and have submitted proof of my authority to do so.	
Name:	Telephone No:
Address:	
Signed:	Date:

4. Proof of Identity
We require evidence that this request is genuine. Therefore, please provide or enclose recent proof of identity, such as a copy of a passport or driving licence. (i.e. not original documents). If you are applying on someone else's behalf, please provide proof of identity for both the Data Subject and yourself as well as documented authority to act on the Data Subject's behalf.
Failure to provide these documents with your application will mean that your request is refused.
5. Postal Address
After completing the request form, please check to ensure that all the information you have provided is accurate and all the required documents are enclosed. Please return this form to:
CCTV Requests, Clifton Suspension Bridge, Bridge Road, Leigh Woods, Bristol BS8 3PA.
We will respond to your request within one month.

Information submitted on this form will be used only for the purposes described above and will be kept in accordance with the principles of the Data Protection Act 1998.