



# Request for access to information CCTV/FOI/1

Freedom of Information Act 2000  
Environmental Information Regulations 2004

## CCTV Request Form

Please complete the form below providing as much detail as possible to help the council to identify and locate the information requested. An asterisk (\*) indicates a required field, as without these the council will be unable to process your request. Please be aware that a fee may be applicable to the provision of certain information. Please see the assistance notes on page three for guidance.

### 1 Details of applicant

Title	
*First name	
*Surname	
*Postal or e-mail address	
Telephone number	
<b>Data Protection Act 2018</b> Camelford Town Council (CTC) will treat your personal information in line with the Data Protection Act 2018. In particular, the information you provide on this form will be used to monitor and fulfil your request. It will not be shared with any third parties, will be kept securely and will not be used for any other purpose.	
If this application is being made on behalf of an organisation please provide details below.	
Organisation <i>(Where applicable)</i>	

### 2 Details of request

\*Please use this section to tell us any other details that may help us to locate the footage required, for example date, time, location, and a description of the information or incident. The more specific you can be the easier it will be for us to find the information. Please note that we only retain footage for 28 days after it has been recorded.

**3 How would you like to receive the information?**

We normally provide copies of CCTV footage on a USB stick.

Come in to collect USB	
Sent by post (recorded delivery) to address in section 1	
Other (please state)	

**4 Where to send the form?**

**Please post this request to:**

Town Clerk  
Camelford Town Council  
Town Hall  
Market Place PL32 9PD

**Or e-mail to**

[clerk@camelford-tc.gov.uk](mailto:clerk@camelford-tc.gov.uk)



### Please retain this page for your future reference and information

- The request will be recorded on the day it is received and entered into the request database.
- You should receive acknowledgement of your request within five working days of receipt.
- The Town Clerk will co-ordinate the search for and retrieval of all information that may be relevant to the request. All information within the scope of your request will be considered to see if it can be released, exempted, or partly exempted from release.
- A fee of £20 is required to obtain the information, prior to the start of work on your behalf.
- You should be notified of the decision (that is, sent copies of the information requested or the reasons why it cannot be provided) within **20 working** days of CTC receiving the request.

### Assistance notes

This form is to assist you to make a request for information to CTC under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

1. Further copies of this form are available from our website, [www.camelford-tc.gov.uk](http://www.camelford-tc.gov.uk) or on request to 01840 212880 or [clerk@camelford-tc.gov.uk](mailto:clerk@camelford-tc.gov.uk).
2. Whilst the form is designed to assist you and the council, you do not have to use it to make a request for information. Under the Freedom of Information Act requests for information must be in writing. Requests under the Environmental Information Regulations can be made verbally, but it would help the council to be able to deal with the request if they were made or confirmed in writing.
3. You should state clearly on the form what information you require. You do not have to state under what legislation you are making your request and why you require the information.
4. CTC has a legal duty to give you advice and assistance in making your request if you need it.
5. Required information is marked with an asterisk (\*).
6. CTC has an obligation to inform you of any costs associated with your request.
7. CTC is obliged to provide you with the information you have requested within 20 working days of receiving your request. This time limit may extend for under certain circumstances, but you will be kept informed if this is the case.
8. In cases where CTC is not clear what information is being requested, we will assist you to put the request in such a way that the information you seek can be identified.
9. The Data Protection Act 2018 governs access to personal information we hold about living people. There is a separate form for these requests, which can be found at [www.camelford-tc.gov.uk](http://www.camelford-tc.gov.uk)

## Contact information

Town Clerk  
Camelford Town Council  
Town Hall  
Market Place  
Camelford PL32 9PD

E-mail: [clerk@camelford-tc.gov.uk](mailto:clerk@camelford-tc.gov.uk)  
Telephone 01840 212880

The Freedom of Information Act 2000 gives you a general right to information we hold. The Environmental Information Regulations 2004 give you a right to information held by the council about the environment. Further information on how we will deal with requests, fees, exemptions which may apply and our publication scheme is available on the council's website, [www.camelford-tc.gov.uk](http://www.camelford-tc.gov.uk)

More information on the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998 can be found on the Information Commissioner's Office (ICO) website, [www.ico.gov.uk](http://www.ico.gov.uk).