



Data Protection Legislation – Request for CCTV Image

Subject Access Request Form

	<p>The information that you supply via this form will be entered into a filing system and will only be accessed by authorised persons. The information will be retained by the walrus bar and hostel/walrus inns ltd and will only be used for the purpose of (a) processing your Subject Access Request and audit purposes. By supplying such information you consent to the walrus bar and hostel/walrus inns ltd storing the information for the stated purposes. The information is held by the walrus bar and hostel/walrus inns ltd in accordance with the provisions of the Data Protection Legislation.</p>
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DATA SUBJECT DETAILS

1: Please provide the following information to confirm your identity	
Your full name	
Any previous surname by which you were or are known.	
Your date of birth	

Your current postal address	
Your current telephone and/or mobile number	
Your current email address	
Your National Insurance number	

2: Please provide a photograph to aid identification:
Insert photo here

LOCATION

3: To help us locate the relevant personal information, please specify in the following box (a) details of the relevant camera location, the date and time of the image/s that you wish to see as well as a general description of your appearance, clothing etc. at the time the image was recorded.

DATE	TIME (APPROX.)	AREA	DESCRIPTION OF APPEARANCE

DECLARATION STATEMENT

4: To be completed by all applicants.

I certify that the information given on this form is true. I understand that it may be necessary for the walrus bar and hostel/walrus inns ltd to confirm my/the Data Subject's identity. I also understand that it may be necessary for the walrus bar and hostel/walrus inns ltd to obtain more detailed information in order to complete the request and that the 30 day period in which the walrus bar and hostel/walrus inns ltd must respond to my request under the Data Protection Legislation only commences when reasonable inquiries to confirm my identity are completed. I hereby request the walrus bar and hostel/walrus inns ltd to search the records in the area identified above, and inform me whether it holds any personal data (images), and to supply me with a copy of those images.

Signed.....

Date:.....

Documents that must accompany this application:

1. Evidence of your Identity - you must supply evidence of your identity such as a photocopy of your identity page of your passport or driving licence.
2. All Subject Access Requests are free of charge, however, the walrus bar and hostel/walrus inns ltd will charge a 'reasonable fee' if a request is manifestly unfounded or excessive, particularly if it's repetitive. The fee will be based on the administrative cost of providing the information.

When you have completed this form please email it, with the accompanying documents to: thewalrushostel@gmail.com

Subject Access Request - Office use only

Date request received

Has the Identity been checked?

YES

NO

Type of document used to establish ID e.g. student card, driver's licence

Date receipt and/or acknowledgement sent

Was any data withheld?

YES

NO

Reason for withholding data:

Was the subject informed of the reasons for withholding data?

YES

NO

Format of personal data sent

Email

Letter

By Other (please specify)

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Notes and Actions

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Compliance date

Date of 30 day start _____

end _____

Date passed to data subject

Signed:

Print Name

Position
