



Comhairle Contae Chiarraí

Kerry County Council

CCTV - Subject Access Request Form

The Data Protection Acts 1988 to 2018 and the General Data Protection Regulation (GDPR), effective from 25th May 2018, lay down strict rules about the way in which personal data and special categories of data are collected, processed, stored, disclosed and destroyed.

Data Subjects have the right to request any personal information Kerry County Council (the Council) may hold about them. This is known as a Subject Access Request; the Data Subject is the living individual to whom the personal information relates.

The Council will inform you about

- any personal data that is available
- the purpose of, and the legal basis for, the processing
- the categories of personal data involved
- if and to whom the Council share your personal data
- the retention periods which apply to your personal data
- your rights to restriction or objection to processing of data that may exist.

The Council will respond as soon as possible and in any event within one month of the receipt of your written request.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly. For further information please refer to the Council's Subject Access Request policy at www.kerrycoco.ie/ under GDPR.

SECTION 1: Details of the Data Subject

Full name:	
Address:	
Contact telephone number:	
Email address:	

SECTION 2: Are you the Data Subject?

YES, I am the Data Subject and I enclose proof of my identity.

Birth Certificate Driving Licence Passport and
A recent household bill

NO, I am acting on behalf of the Data Subject. I enclose written permission from the Data Subject with proof of both the Data Subject's identity and my own identity.

Birth certificate Driving Licence Passport and
An official letter to my address

I am enclosing the following document as proof of legal authorisation to act on behalf of the Data Subject:

Letter of authority Lasting or Enduring Power of Attorney

Evidence of parental responsibility

Other (give details)

SECTION 3: What information do you require?

Please enter below a description of the CCTV footage you require. Include the location of the camera(s) where the information may be held.

Data and time of the incident, when you believe the image was captured:	
Exact location of the incident:	
Brief description of the incident:	
Any other information that may assist e.g. clothing worn.	

SECTION 4: Declaration

Data Subject Declaration: I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that Kerry County Council is obliged to confirm proof of identity/authority and it may be necessary to obtain further information to enable the Council to comply with this subject access request.	
Name:	
Signature:	Date:

OR

Authorised person – Declaration (if applicable):

I confirm that I am legally authorised to act on behalf of the data subject. I understand that the Council is obliged to confirm proof of identity/authority and it may be necessary to obtain further information to enable the Council to comply with this subject access request.

Name:

Signature:

Date:

Documents which must accompany this application:

- Evidence of your identity (see section 2)
- Evidence of the Data Subject’s identity (if different from above)
- Authorisation from the Data Subject to act on their behalf (if applicable)

Please return the completed form to:

Postal Address: Data Protection Officer
Kerry County Council
County Buildings
Rathass
Tralee
Co. Kerry.

Telephone: + 353 66 718 3500

Email: dpo@kerrycoco.ie

Right to make a Complaint

If a Data Subject is not satisfied with the outcome of an access request, they are entitled to make a complaint to the Data Protection Commissioner at:

Postal Address: Data Protection Commissioner
Canal House
Station Road
Portarlinton
R32 AP23 Co. Laois

Telephone: + 353 57 8684800

Lo Call Number: 1890 252 231

Fax: + 353 57 868 4757

Email: info@dataprotection.ie