



SUBJECT ACCESS REQUEST (SAR) FORM CCTV FOOTAGE

NOTE: This is not a mandatory form. Subject access requests will be accepted in other formats, however, using this form will assist SPT in understanding your request, and locating and providing your personal data quickly and efficiently.

As you may know, you have the right to access personal data held about you by SPT.

You should use this form if you wish to access CCTV footage that SPT holds and in which you are identifiable. Please note that we may require proof of identity and your appearance before processing your request.

If we consider that your request is manifestly unfounded or excessive, we may require you to pay a fee in order to respond to the SAR, or we may refuse to comply. In all other cases, there is no fee to make a SAR.

Please note that we may be unable to provide certain information where the rights of third parties are impacted. If that is the case, we may restrict the data released. We may also be unable to release data if one of the exemptions in the relevant legislation applies.

Your request to access your own personal information should be directed as follows:

(a) For the Subway CCTV:

E-mail to: infogov@spt.co.uk; or

Post to: Head of Service Operations and Security (Subway)
SPT
Govan Subway Station,
737 Govan Road,
Glasgow
G61 7YJ

(b) For Bus Station CCTV and 131 St Vincent Street CCTV:

E-mail to: infogov@spt.co.uk; or

Post to: Head of Service Operations & Security (Bus Stations)
SPT
Buchanan Bus Station
Killermont Street
Glasgow
G2 3NW

If you are dissatisfied with SPT's response to your request, please write to Valerie Davidson, Chief Executive, 131 St Vincent Street, Glasgow, G2 5JF, setting out the reasons why you are dissatisfied.

You are also entitled to make a complaint to the Office of the Information Commissioner. Further details can be found at <https://ico.org.uk/concerns/>.

Applicant details

<p>Please state your full name and please provide your contact information here.</p>	
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Can you tell us a) where we're looking for footage and b) what we're looking for?

Please use this section to tell us as much as you can about the CCTV footage that you are seeking to access.

For example, if you can tell us where you were (which Subway/bus station, which platform/stance) what you were wearing, what you were doing, what was happening and whether a particular incident is likely to be captured in the footage, please tell us about that here.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Time frame of search

Given the resources required to conduct a CCTV search please tell us if there is a relevant time frame which we can use to narrow our search for the information you are requesting:

From (date/time)		To (date/time)	
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Can you tell us why you need access to the information?

You don't need to provide us with a reason for exercising your rights in relation to your personal information, but sometimes it's easier for us to assess the request (and any information we locate which falls within your request) if we understand what you are intending to use the information for, e.g. if you require information to defend your legal rights, which rights are you defending.

Declaration

I have read and understood this form and the information I have supplied is correct.

Signature		Date	
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INTERNAL USE ONLY

If identity documents are required, please indicate which document was checked:

<input type="checkbox"/>	Photo driving licence	<input type="checkbox"/>	Passport
Signature		Date	
SPT Location		Camera Number(s)	