

## How do I make a CCTV Image subject access request?

Please complete the form online [CCTV Image Subject Access Request Form](#) or download a copy of the CCTV Image [Subject Access Request Form \(Word Doc\)](#) and send it to [dpo@bmet.ac.uk](mailto:dpo@bmet.ac.uk).

All Subject Access Requests are free of charge, however, BMet College 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.

Proof of identification must also be provided, comprising a copy of an official document containing photographic identification, e.g. passport or driving licence.

## What if I am unable to submit a request online or by email?

If you are unable to submit a request online or by email, download a copy of the CCTV Image [Subject Access Request Form \(Word Doc\)](#) and address it to:

Data Protection Officer  
CCTV Image Subject Access Request  
Birmingham Metropolitan College  
Jennens Road  
Birmingham  
B4 7PS

Alternatively, telephone the College's Contact Centre (Birmingham [0121 446 4545](tel:01214464545)) and we will make arrangements to help you submit a request.

We may need to provide the response in an accessible format and will work with you to establish what is appropriate.

## What happens once I have submitted a request?

The College will send you an acknowledgement of the request. If we need any clarification, or if proof of ID is missing, we will contact you as soon as possible. Once we are in receipt of a clear request, proof of ID we will begin to locate and collate the relevant personal data. The College CCTV System only stores footage for the previous 11 days. The system automatically overwrites the footage, so a request for images past 11 days from the requested date will not be possible.

## What information will I receive?

The subject access right allows individuals the right to access personal data of which they are the subject. It does not provide the right to access all footage if the images do not fully comprise the personal data of the individual. Therefore, in response to a subject access request, an individual may only receive partial footage.

## Can I access the personal data of other individuals?

An individual only has the right to access personal data of which they are the subject and there is no right of access to the personal data of friends or family. However, there are some instances in which a request made on behalf of another individual or for a specific purpose (such as the detection or prevention of crime) will be considered. Please refer to [this section](#) for further information.

## When will I receive a response to my request?

Under data protection legislation, the College must respond within 1 calendar month of receiving a request and proof of ID.

## How will I receive copies of personal data in response to my request?

Copies of personal data will normally be copied onto a DVD or a memory stick in a zipped up 7 zip file which gives the encryption to the data. This can be collected from Matthew Boulton CCTV Control Room or sent (by the Royal Mail's 'Signed For' service) with an email going to the address given on the form with the password to access the images.

## What if I am dissatisfied with the College's response to my request?

If you are dissatisfied with the way in which your subject access request has been processed or dissatisfied with the response that you have been given, please write to the Data Protection Officer in the first instance [dpo@bmet.ac.uk](mailto:dpo@bmet.ac.uk) so that the College is provided with the opportunity to review the matter and respond to your concerns.

You can also ask the Information Commissioner's Office (ICO) to carry out an assessment to see whether it is likely or unlikely that the College has responded properly. The ICO can be contacted via following methods:

**ICO helpline** (Monday-Friday 09:00-17:00) Telephone: 0303 123 1113

You can [chat online with an advisor](#).

You can visit their website for information on [how to make a data protection complaint](#).

**You can also write to the ICO at:**  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## Making a third party request for personal data

There are some circumstances under which the College will consider a request for access to personal data on behalf of another individual, or a request for access to personal data of another individual without their consent. These are:

- The requestor is the parent of a child under the age of 12
- The requestor has the written permission to make a request on behalf of another individual
- The requestor has Power of Attorney or an order from the Court of Protection to act on behalf of another individual
- The College believes that it is in the best interests of an individual who does not have the capacity to make a request themselves
- The College deems that release can be justified under crime and taxation provisions.

In these circumstances the College may seek further information from the requestor in order to help determine whether we are willing to release any personal data.

## A request for access to personal made on behalf of a child

Children aged 12 and above are generally deemed mature enough to make decisions about the processing of their personal data and would normally be expected to submit a CCTV Image subject access request themselves. Where a parent of a child over the age of 12 submits a CCTV Image subject

access request on the child's behalf, the College may contact the child to request their consent to the release of the personal data, or require the parent to provide written consent from the child.

A parent has the right to request access to their child's personal data, where the child is under 12 years old. The College will decide whether it is in the best interests of the child to make the disclosure. Please follow the subject access request process above, submitting a copy of a form of ID for yourself and your child.

### **A request for access to personal data made on behalf of an adult**

A request for access to personal data made on behalf of an adult will need to be accompanied by a signed letter from the data subject which contains consent to the release of all or specific personal data to the requestor. Such requests are typically made by solicitors acting on behalf of a client.

A request for access to personal data made on behalf of an adult who does not have the capacity to make a request themselves will need to be accompanied by proof that the requestor has the authority to act on behalf of the data subject, such as through Power of Attorney or an order from the Court of Protection. Where authority is not provided, the College will consider on a case by case basis whether release of the personal data requested is in the best interests of the data subject. Please follow the subject access request process above, submitting a copy of a form of ID for yourself and the data subject and proof of your authority to act on behalf of the data subject.