

**[YOUR FULL ADDRESS]**

[the date]

[address]

Dear Sir or Madam,

I wish to apply, under the Data Protection Act, for any and all CCTV images of my person held within your system. I was present at ...[place]..... from approx ...[time]..... onwards on ...[date].

For ease of identification, I enclose a photo of myself.

As you will be aware, the DPA [CCTV Code of Good Practice] stipulates that £ 10.00 is the statutory maximum fee for a subject access request. Any additional costs over the statutory fee incurred for provision of the service must be absorbed by yourselves. You will also be aware that the Code of Good Practice stipulates a prompt reply and in any event, within 40 days of this request. I would appreciate it, therefore, if you would inform me of your fee, to whom it is due, and your preferred method of payment.

Should you require further clarification regarding your statutory duties under the DPA, I suggest you contact:

Compliance Department  
Office of the Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Should you require any further information to assist you in identifying my image, please provide me with your standard access request form.

Meanwhile please ensure that all tapes between the above mentioned dates are preserved unaltered.

I look forward to hearing from you soon.

Yours faithfully

[signature]