



Personal Information Request Form

Application under the **General Data Protection Regulation (GDPR) 2016/679** and the **DPA 2018** for Personal Information held by Nottingham City Council.

Please complete the form:

First Name:	
Surname:	
Date of Birth:	
Current Address:	
Previous Addresses:	
Home Telephone Number:	
Mobile Telephone Number:	
Email Address:	

Before we can progress your request, we need some information from you to establish your identity. Please see supporting guide for more information on what we require. We do this to ensure everyone's right to privacy.

We have one month to respond to your request, however, this period does not start until we have received the required information from you. Once we receive this, your request becomes valid and we can progress your case.

Should your request involve us having to conduct an extensive search for your information, and/or look extensively at complexed information, then we can extend our response time to 3 months. If this is the case, we will let you know about this in writing.

You will be provided your information in an electronic format via a secure email link or an encrypted CD. Please tell us if you need the information in a paper copy. All information on how to access your information will be supplied to you at the point of disclosure.

Declaration

I confirm that I am the above named person and that I wish Nottingham City Council to supply me with the following information.

Please include as much detail about your request as possible. Often the more you are able to tell us about, the greater the amount of information we will be able to locate and disclose to you.

If you are requesting CCTV footage, please include as much detail as possible including location and description of incident.

Details of information required:

Date:

Signature:

Please send completed form and supporting documents to:

CCTV Requests:	All Other Requests:
Post to: Nottingham Control Centre The Woodlands Norton Street Radford Nottingham NG7 3NA	Post to: Information Compliance Team, Nottingham City Council, Loxley House, Station Street, Nottingham, NG2 3NG
Email: cctvmedia@nottinghamcity.gov.uk	Email: information.compliance@nottinghamcity.gov.uk

Please visit Nottingham City Council's website for further details on requesting information, or contact the relevant team on:

If you are requesting CCTV	For all other requests:
Telephone: 0115 8763873	Telephone: 01158 763855
Email: cctvmedia@nottinghamcity.gov.uk	Email: information.compliance@nottinghamcity.gov.uk