



Request for access to information

Freedom of Information Act 2000
 Environmental Information Regulations 2004
 Data Protection Act 2008

CCTV Image Request Form

Please complete the form below providing as much detail as possible to help the High Wych Memorial Hall Committee to identify and locate the information requested. An asterisk (*) indicates a required field, as without these the Committee will be unable to process your request. Please be aware that a fee may be applicable to the provision of certain information. Please see the assistance notes on page three for guidance.

1 Details of applicant	
Title	
*First name	
*Surname	
*Postal or e-mail address	
Telephone number	
Data Protection Act 1998 High Wych Memorial Hall will treat your personal information in line with the Data Protection Act 1998. In particular, the information you provide on this form will be used to monitor and fulfil your request. It will not be shared with any third parties, will be kept securely and will not be used for any other purpose.	
If this application is being made on behalf of an organisation please provide details below.	
Organisation <i>(Where applicable)</i>	

2 Details of request
<p>*Please use this section to tell us any other details that may help us to locate the footage required, for example date, time, location, and a description of the information or incident. The more specific you can be the easier it will be for us to find the information. Please note that we only retain footage for 21 days after it has been recorded.</p>

3 How would you like to receive the information?

Please could you state how you would like to receive the requested information?

Sent by post (recorded delivery) to address in section 1	
Other (please state)	

4 Where to send the form?

Please post this request to:
The Chairman HWMH Committee
High Wych Memorial Hall
High Wych
Sawbridgeworth
Hertfordshire
CM21 0HX

And e-mail to
hwmhall@gmail.com

Please retain this page for your future reference and information

- The request will be recorded on the day it is received and entered into the request database.
- You should receive acknowledgement of your request within five working days of receipt.
- The HWMH Committee will co-ordinate the search for and retrieval of all information that may be relevant to the request. All information within the scope of your request will be considered to see if it can be released, exempted, or partly exempted from release.
- You will be advised if a fee is required to obtain the information, prior to the start of work on your behalf.
- You should be notified of the decision (that is, sent copies of the information requested or the reasons why it cannot be provided) within **28 working** days of the Committee receiving the request.

Assistance notes

This form is to assist you to make a request for information to the HWMH Committee under the Freedom of Information Act 2000.

1. Whilst the form is designed to assist you and the Committee, you do not have to use it to make a request for information. However, under the Freedom of Information Act, requests for information must be in writing.
2. You should state clearly on the form what information you require. You do not have to state under what legislation you are making your request or why you require the information.
3. The Committee has a legal duty to give you advice and assistance in making your request if you need it.
4. Required information is marked with an asterisk (*).
5. The Committee has an obligation to inform you of any costs associated with your request.
6. The Committee is obliged to provide you with the information you have requested within 28 working days of receiving your request. This time limit may extend under certain circumstances, but you will be kept informed if this is the case.
7. In cases where the HWMH Committee is not clear what information is being requested, we will assist you to put the request in such a way that the information you seek can be identified.

More information on the Freedom of Information Act 2000 and the Data Protection Act 1998 can be found on the Information Commissioner's Office (ICO) website, www.ico.gov.uk.