**APPENDIX A**

**SUBJECT ACCESS REQUEST**

| | |
|---|---|
| Date of footage | |
| Start time of footage | |
| End time of footage | |
| Cameras of required footage | |
| Current time on recorder | |
| Time using speaking clock | |
| Person requesting footage | |
| Copy of footage has been recorded to DC/DVD/USB | |
| Serial number of copied media disk | |

The above information and associated CCTV footage has been compiled on behalf of:

Portway Infant School

The footage detail above has been compiled in accordance with the CCTV code of practice 2008. It is the recipient's responsibility to store and dispose of the recorded media in accordance with the Information Commissioners Office (ICO) CCTV Code of Practice 2008 and the recipients take full responsibility for the safe keeping of the footage as detailed above. A copy of the codes can be obtained by visiting www.ico.gov.uk.

Portway Infant School will maintain a log of access requests detailing who the requests have been made by.

**Issuer of the above footage**

| Name | Signature | Date |
|---|---|---|
| | | |

**Recipient of the above footage**

| Name | Signature | Date |
|---|---|---|
| | | |
| Address | | |
| Identification | | |