**MAURITIUS BROADCASTING CORPORATION**

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| **CCTV SUBJECT ACCESS REQUEST FORM** |

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| **DATA SUBJECT ACCESS CCTV APPLICATION FORM** | | | | | | | |
| Under the terms of the Data Protection Act 2017, an individual is entitled to ask the Mauritius Broadcasting Corporation (MBC) for a copy of all personal information which it holds about him/her. The information, which the individual is entitled to receive from the MBC, includes a description of these purposes and the recipients to whom the data can be disclosed. The entitlement is known as the “Right of Access to Personal Data”. Please complete this form, providing as much information as possible, should you wish to exercise your right in requesting disclosure of your data.  **PLEASE NOTE THAT RECORDED DATA IS ONLY HELD FOR 30 DAYS BEFORE IT IS DELETED** | | | | | | | |
| **1. PERSONAL DETAILS** | | | | | | | |
| Name | | | | | | | |
| Address | | | | | | | |
| Telephone Number: | | | | Email Address: | | | |
| Gender: |  | | | | | | |
| **2. INFORMATION REQUIRED** | | | | | | | |
| **To help us find the CCTV data you require, please complete the following section and be as accurate as possible with times, location and identification.** | | | | | | | |
| **Date:** | |  | | **Time:** |  | | |
| **Location:** | |  | | | | | |
| **Description of incident** | |  | | | | | |
| **3. DECLARATION** | | | | | | | |
| I confirm that this is all of the personal data to which I am requesting access and which is held by the MBC for its purposes. I also confirm that I am the Data Subject and not someone acting on his/her behalf. | | | | | | | |
| Signature | | | | Mr/Mrs/Miss/Title | | | Date: |
| I confirm that I am acting on behalf of the data subject and have submitted proof of my authority to do so | | | | | | | |
| Name | | |  | | | | |
| Address | | |  | | | | |
| Telephone Number | | |  | | | | |
| Signature | | | | Date | |  | |
| **4. Fee and Proof Of Identity** | | | | | | | |
| Under the Data Protection Act 2017, all Subject Access Requests are free of charge, however, MBC will charge a “reasonable fee” if a request is manifestly excessive. The fee will be based on the administrative cost of providing the information.  The MBC also require evidence that this enquiry is genuine. Therefore, please enclose copies of at least two proofs of identity such as driving license, passport, recent utility bill etc.  If you are applying on someone else behalf, please enclose proof of identity for both the data subject and yourself as well as documented authority to act on the Data Subject’s behalf. | | | | | | | |
| **Failure to provide these documents with your application will mean that your request is refused** | | | | | | | |
| **5. POSTAL ADDRESS** | | | | | | | |
| After completing the application form, please ensure that all the information you have provided is accurate and all required documents are enclosed.  Please return the application form to:  The Director General,  Mauritius Broadcasting Corporation,  Moka | | | | | | | |
| The Mauritius Broadcasting Corporation is committed to the principles defined in the Data Protection Act 2017. As such, information on this document will be used only for the purposes described above. We may, however, store the data in manual or electronic form, but only for as long as we are required to do so by law | | | | | | | |