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| S:\SHARED\Logos\lcc_logo_colour.jpg | **Longford County Council**  |
| **Longford Town CCTV Complaints Form** |

**General Data Protection Regulation and Data Protection Act 2018**

This form will be used to help Longford County Council (LCC) process complaints in relation to the system. Please complete the form and send it to the address at the end of the form. All fields marked \* are mandatory.

**Please note that recorded data is only held for maximum 28 days before it is deleted**

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| 1. PERSONAL DETAILS |
| \* Full Name |  |
| \* Postal Address (including Eircode) |  |
| \* Telephone Number: |  |
| \* Email Address: |  |
| 2. INFORMATION REQUIRED |
| \* Date: |  |
| Complaint Title |  |
| Complaint Description |  |
| 3. DECLARATION |
| \* Signed: |  |
| \* Date: |  |

Please return this form to: **The** **Data Protection Officer, Longford County Council, Áras An Chontae, Great Water St. Longford N39 NH56.** Requests with adequate information will be responded to within one month of their receipt.