



Established 1948

Data Protection Act 1998

Subject Access Application Form

SA1

Police Ref No.

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How to apply for access to information held on Police records

These notes explain how you can find out what information, if any, is held about you by the Police either on computer, on CCTV or other relevant manual system. If you have difficulty in completing any section, assistance is available at your nearest Police Office, or by contacting the Data Protection Office at Police Headquarters on 0845 600 5701.

Evidence of character

Police Forces within the United Kingdom **DO NOT** issue documents variously described as "certificates of good conduct" or "police clearance certificates," nor do they provide evidence of good character. It should therefore be noted that the exercise of your rights under the subject access provisions of the Data Protection Act 1998, will NOT provide you with a certificate of this nature. **If you wish to obtain such a certificate, you should contact Disclosure Scotland on 0870 609 6006 or apply online at www.disclosurescotland.co.uk**

Your rights

Subject to certain exemptions, you have a right to be told whether any information is held about you and a right to a copy of that information. The Chief Constable will only give that information if he is satisfied of your identity. He does not have to give you any information if someone else can be identified from it, unless that person agrees. If you think that information might be held about you which may identify another person, you may want to get that person's agreement to you being given information and send it with your application.

The Chief Constable's rights

The Chief Constable may deny access to information where the Act allows. The main exemptions in relation to information held on Police computers are where the disclosure would be likely to prejudice:

- The prevention or detection of crime and
- The apprehension or prosecution of offenders

Fee

- The current subject access fee is £10.00, which must be in Pounds Sterling. Cheques/Postal Orders should be made payable to "**The Chief Constable.**"

The Application Form

- | | |
|------------------|---|
| Section 1 | Requires information to establish your identity and your right to the information requested |
| Section 2 | Asks you to give as much information as possible to help find the information requested |
| Section 3 | Asks you to provide evidence of your identity by producing two documents with your application, photocopies ARE acceptable |
| Section 4 | Declaration and signature |

These notes have been produced only as a guide. The law is set out in the Data Protection Act 1998, obtainable from HMSO. Further information and advice may be obtained from: The Office of the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

PLEASE NOTE: The law requires that we reply to you within 40 days of receiving a satisfactorily completed application

Section 1: About yourself

The information requested below is to help the Chief Constable (a) satisfy himself of your identity and (b) find any data held about you.

Please use BLOCK CAPITALS

Title (tick where appropriate) Mr Mrs Miss Ms

Other title (eg Dr, Rev, etc)

Surname

Forename(s)

Maiden/Former Name(s)

Sex (please tick) Male Female

Date of birth

Place of birth

Height

Current Address

.....

.....

..... Postcode

Telephone number

E-mail address

Telephone and email details will be helpful if we need to contact you for any reason

If you have lived at the above address for less than 5 years please give your previous address(es) or the address you lived at the time of any offence. (Continue on a separate sheet if necessary)

Previous address(es)

1 2

.....

.....

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For statistical purposes, it would be helpful to know why you are making application, eg immigration, employment etc.

Please indicate:

Section 2: Information you require

If you require information from the **Police National Computer** – Prosecutions/Convictions History (including Cautions, Reprimands and Final Warnings)

Tick here

If you require information from the **Scottish Criminal History System** – Convicted Persons (including details of pending cases, fingerprint details, physical description, release dates, warning and firearms licensing markers)

Tick here

If you require information other than the above, please provide details. You may be able to provide the dates and locations of incidents, the type of incidents or why you think the police may hold information about you. If you cannot remember the exact date, give as much information as possible, for example, the month and year or dates between which the incident occurred.

Were you: (tick box)

A person reporting the offence or incident

A witness to an offence of incident

A victim of an offence

A person accused or convicted of an offence

Other – please explain:

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Date and time of incident(s)	
Location of incident	
Details of incident	
Any other information	

(continue on a separate sheet if necessary)

Section 3: Proof of Identity

To help establish your identity, your application must be accompanied by copies of 2 official documents which between them clearly show your name, date of birth and current address. For example, driving licence, medical card, birth/adoption certificate, passport or any other official document which shows your name and address. (photocopies **are** acceptable).

Section 4: Declaration

To be signed by the applicant:

The information which I have supplied in this application is correct and I am the person to whom it relates.

Signed: Date:

Warning: It is an offence to impersonate or attempt to impersonate another

Checklist/Submission

Please check that you have:

- Completed all of the sections you need to
- Signed the form
- Enclosed the relevant identification documents
- Enclosed the fee

Cheques/Postal orders should be made payable to "The Chief Constable"
Please do not send cash by ordinary post

When you have completed the form, take it to a convenient police office in the Force area or send it together with the required documents and fee to:

**The Data Protection Officer, Dumfries and Galloway Constabulary, Police Headquarters,
Cornwall Mount, Dumfries, DG1 1PZ**

Police Use Only

To be completed by the officer/member of staff accepting the form:

Date Received: Checked legible Yes/No

Details of identification documents 1

2

Documents Checked Date returned to applicant:

Fee Paid Receipt No. Method of Payment

Name: Rank/Position:

Station: Staff No:

Signature: Date:

**Application form to be forwarded to the Data Protection Officer in accordance with
Force procedures for response to applicant**

Result of Check – Trace/No Trace

Signed: Date: