



DATA PROTECTION ACT 1998

Application for access to your personal data held on Staffordshire Police Information Systems. These notes explain how you can find out what information, if any is held about you. Further information can be found on the Data Protection section of the Staffordshire Police Website (www.staffordshire.police.uk)

Your Subject Access rights

Subject to certain exemptions, you have a right to be told whether Staffordshire Police holds any information about you (your 'personal data') and a right to be provided with a copy of that personal data within a 40 day period. If you wish to exercise those rights please complete this form carefully and follow the instructions regarding the £10.00 fee, proof of identity and ways to return the form to Staffordshire Police. The Data Protection Act means that in certain circumstances Staffordshire Police may decide not to provide you with some personal data. For example, we will not provide personal data if we feel releasing it to you would be likely to prejudice policing purposes, and we may not provide you with information that identifies other individuals.

Fee

Your Subject Access application will cost £10.00. You are encouraged to pay by cheque or UK postal order. Cheques etc should be made payable to: 'STAFFORDSHIRE POLICE AUTHORITY'. Please note that we do not accept credit or debit cards, Overseas Postal Orders or Foreign Currency. **Please do not send cash by post.**

Proof of identity

Staffordshire Police needs to be satisfied that you are who you say you are. Consequently Section 3 asks you to provide evidence of your identity and address by supplying at least **two** official documents which between them provide sufficient information to prove your **name, date of birth, current address and signature**.

Returning this form

When you have completed the Application Form, you can take it to any main Police Station within the Staffordshire Police area. Alternatively, you may forward your completed form to: **The Information Management Team, Staffordshire Police, Cannock Road, Stafford, ST17 0QG. Please ensure that you also include appropriate fee, proof of identity, date of birth and address documents.**

Please **DO NOT** take completed application forms to Staffordshire Police Headquarters at Cannock Road, Stafford.

Please be advised that Staffordshire Police will not be held responsible for any identity documents or monies lost in the post.

These notes are for guidance only. The law is set out in the Data Protection Act 1998 obtainable from HMSO.

Further guidance and advice may be obtained from: The Office of the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone number: 01625 545700

**If you would prefer this form in another language or in another format
or need guidance or assistance in completing this form please
contact: The Information Management Team on 01785 232456 / 232179**

Section 1. About Yourself

(PLEASE USE BLOCK CAPITALS AND BLACK INK)

Title:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Other title: <i>(Dr., Rev., etc)</i>				
Surname/Family name:				
First name(s):				
Maiden/Former name(s):				
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>		
Date of Birth:				
Place of Birth:	Town		County	
Height:				
Home Address (include Postcode): <i>(This is the address to which all replies will be sent unless you specify otherwise below)</i>				
Daytime Tel. No.(s):*	Work:		Home:	
Email Address(es):*	Work:		Home:	
*Not mandatory, but these will assist us if we need to get back in touch with you to discuss your application.				
Alternative Delivery Address: <i>(Only complete this is if you wish us to send your reply to an address different to your current address. You will need to provide us with evidence of your connection with this address).</i>				
Previous Address: <i>(If you have lived at the above address(es) for less than ten years please give your previous addresses for that period in this section. Please continue on a separate sheet if you need to).</i>				

The information supplied in connection with this application will be used for the purpose of administering this request and to ensure the accuracy of Police systems.

Section 2. Personal Data Sought

A

Tick here if you wish to access details of:
Arrests, Prosecutions, Convictions, Cautions, Reprimands & Warnings.
It includes details of arrested persons, offenders, suspected offenders, cautioned, reprimanded and warned persons awaiting trial held on the Police National Computer (PNC).

B

Tick here if you wish to access details of:
Personal data other than the above

Please note: To help us find any information that may be held about you, please supply additional details below (and continue on a separate sheet if you need to). *To assist us you are advised to include, where relevant:*

A description of the information you are looking for:
.....
.....

A crime reference or incident number:
.....

A description of the circumstances in which you had contact with the Police - for example were you a person reporting an offence or incident; a witness, a victim, a correspondent, an offender etc?
.....
.....

Dates and times:
.....

Any other information you have that can assist us in finding the information you seek:
.....

If you are requesting photographs or CCTV footage please supply a photograph of your face (e.g. passport photo) to assist identification.

Please note a failure to provide such details may result in your application being rejected and returned to you.

Section 3. Proof of Identity Documents

To help establish your identity your application must be accompanied by at least **two** different official documents which between them provide sufficient information to prove your **name, date of birth, current address and signature**. *For example, a combination of driving licence, medical card, birth/adoption certificate, passport and any other official documents which show those details.*

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.

Signature.....Date.....

Warning - A person who impersonates another or attempts to impersonate another may be guilty of an offence.

This section for official use only

Check that the form has been completed and is legible and you are satisfied with the applicant's identity. Then complete the form below accordingly.

Date Application received: _____

Fee Paid: £____.____

Application checked and legible? YES/NO*

Method of Payment CHQ/PO/CASH*

Identification documents checked? YES/NO*

Receipt Number: _____

Identity Documents returned? YES/NO*

Person Completing: _____

Recorded Delivery Number, if applicable: _____

Collar No.: _____ Location: _____

Details of Documents: Driving Licence/Medical Card/Utility Bill/Bank Statement/Birth or Marriage Certificate/V5/Other:*

***Delete if not applicable**