

NOT PROTECTIVELY MARKED



Form SA1: Application for Access to your Personal Data held on Derbyshire Constabulary Police Information Systems

Section 7(1)(a) & 7(1)(b)(i) & 7(1)(c)(i) of the Data Protection Act 1998 (Subject Access)

Your Subject Access Rights

Subject to certain exemptions, you have a right to be told whether Derbyshire Constabulary 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 fee, proof of identity and ways to return the form to Derbyshire Constabulary.

The Data Protection Act means that in certain circumstances Derbyshire Constabulary 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. You are encouraged to pay by cheque as regulations over the handling of cash may delay your application. Cheques etc, should be made payable to Derbyshire Police Authority. Postal Orders must be UK postal Orders.

Proof of Identity

Derbyshire Constabulary 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 copies of 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

The completed form, with appropriate fee, proof of identity, date of birth and address documents should be returned to the Force Data Protection Officer at the below address:-

Force Data Protection Officer
Derbyshire Constabulary
Force Headquarters
Butterley Hall
RIPLEY
Derbyshire
DE5 3RS

Section 1 About Yourself (Please use block capitals and black ink)

Title (Mr, Mrs, Miss, Ms, Dr, Rev. etc) _____ Surname/Family Name _____

First Name(s) _____

Maiden/Former Name(s) _____ Gender (Male/Female) _____

Date of Birth _____ Place of Birth (Town & County/Country) _____

Height _____

Home Address (Include Postcode) _____
This is the address to which all
replies will be sent, unless you
specify otherwise below

Daytime Telephone Number(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 _____
Only complete this if you wish us to
send our reply to an address
different to your current address. You
will need to provide us with evidence
of your connection with this address.

Previous Address(es)
If you have lived at the above
address(es) for less than 10 years,
please give your previous address(es)
for that period in the box to the right.
Continue on a separate sheet if you
need to

Section 2 Personal Data Sought

Tick here if you wish to access details of Arrests, Prosecutions, Convictions, Cautions, Reprimands and Warnings. It includes details of arrested persons, offenders, suspected offenders, cautioned, reprimanded and warned persons awaiting trial held on the Police National Computer (PNC). Not all arrests, prosecutions, convictions, cautions, reprimands and warnings are held on the PNC.

Tick here if you wish to access personal data other than the above. To help us find any information that may be held about you, please supply additional details in the box 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 and 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 eg, 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 copies of 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.

Should any advice or guidance be required in completing this application, please contact:-
Force Data Protection Officer, Derbyshire Constabulary, Force Headquarters, Butterley Hall, RIPLEY, Derbyshire, DE5 3RS.

General advice on the Data Protection Act 1998 can be obtained from:-
The Office of the Information Commissioner, Wycliffe House, Water Lane, Wimslow, Cheshire, SK9 5AF, Tel No. 01625 545700.

(Police Use Only)

To be completed by Officer Receiving.

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.

Application Checked and Legible?	Yes/No	Date Application Received Complete _____
Identification Documents Checked?	Yes/No	Completed By: Rank/Number _____
Identity Document(s) Detail _____		Name _____
Identity Document(s) Returned?	Yes/No	Stationed At _____
Fee Paid £ _____		Method of Payment _____
Receipt Number _____		Signature _____