



Data Protection Subject Access

INTRODUCTION

The Data Protection Act 1998 gives individuals certain rights. It allows you to find out what information is held about you on computer and sometimes paper records. This is known as a 'Right of Subject Access'. It also states that those who record and use personal information must be open about how the information is used and they must follow the eight data protection principles of good practice, which are:

- Processed fairly and lawfully
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up-to-date
- Not kept longer than necessary
- Processed in accordance with the data subject's rights
- Secure
- Not transferred to countries outside the EEA without adequate protection

WHAT IS 'PERSONAL DATA'?

Personal Data is defined as information relating to a 'living' individual who can be identified either from the information itself or indirectly by combining the information with other data available to the data controller. Personal data includes expressions of opinion about the individual and any indication of intentions anyone may have in respect of the individual.

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 Office of the Northamptonshire Police and Crime Commissioner will only give that information if they are satisfied of your identity. You **DO NOT** have the right to any information that identifies someone else, or the right to information that is not your personal data.

EMPLOYMENT APPLICATIONS

This service is not a pre-employment vetting service and applicants wishing to apply for subject access as a condition of employment should refer to the following link:

www.disclosurescotland.co.uk or telephone 0870 609 6006

If you are or intend to work with children or vulnerable adults contact the Disclosure and Barring Service on 0300 0200 190 or visit www.homeoffice.gov.uk/dbs

EMIGRATION APPLICATIONS

If you need a visa to travel to Australia, Belgium, Canada, New Zealand, South Africa or the United States of America you will need to apply for a Police Certificate. Please see the Police Certificate section of the ACRO website.

If you require a disclosure for immigration to a country other than those listed above you should contact the relevant Embassy or High Commission for advice to establish whether an ACRO Police Certificate is acceptable. Contact details for ACRO are as follows:

www.acro.police.uk

Call: 0845 60 13 999 or 01962 871 111

Email: customer.services@acro.pnn.police.uk

MORE INFORMATION

These notes are only a guide. The law is stated within the Data Protection Act 1998. Further information may be obtained from:

**Information Commissioner
Wycliffe House, Water Lane
Wilmslow
SK9 5AF**

Telephone: 0303 123 1113 (or 01625 545745 if you would prefer not to call an '03' number, or +44 1625 545745 if calling from overseas)

Please note that this application for access to information must be made direct to THE OFFICE OF THE NORTHAMPTONSHIRE POLICE AND CRIME COMMISSIONER and not the Information Commissioner

If you have any difficulty completing this form or require any other assistance please contact Northamptonshire Police, Information Unit on 101 or 03000 111 222 (if out of county) Ext. 341172 or email dataprotection@northants.pnn.police.uk

When you have completed the form please send it in a sealed envelope with your payment and proof of identification to:-

**The Data Protection Officer
West Wing,
Police HQ,
Wootton Hall,
Northampton
NN4 0JQ**

****You do not have to answer this question, but if you do it will not affect your application.**

Have you been asked by someone to apply for information about any cautions or convictions under Subject Access and provide them with the response for the purposes of:

- your current job, or
- a job you have been offered, or
- to enter a contract for goods, facilities or services?

Yes / No

If yes, then whoever has asked you may be committing an offence under Section 56 of the Data Protection Act 1998. You have not committed any offence in submitting your application. You are not obliged to do so, but we would appreciate it if you would provide details below of whoever has asked you to apply through Subject Access, and under what circumstances. We may pass these details to the Office of the Information Commissioner who may investigate further with a view to prosecuting whoever has asked you.

OPCC Data Protection Act 1998 – Request Form

Section 1. About yourself

Title: Mr Mrs Miss Ms Dr Rev Other

Surname/Family Name: _____

First Name(s): _____

Former Name(s): _____

Gender: Male Female

Date of birth: Place of birth: Height:

Home address: _____

This address must appear on your identity documents. This is the address to which replies will be sent unless you indicate otherwise

Postcode: _____

*Telephone Number: _____ * E-mail: _____

*** Not mandatory, but these will assist us if we need to contact you to discuss your application**

If you have lived at your current home address for **less than 10 years** please give your previous addresses for that period.

Previous Addresses: From:	To:	From:	To:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Previous Addresses: From:	To:	From:	To:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

You may wish to receive your reply by email, however, please be aware that whilst the email response will be sent from The Office of the Northamptonshire Police and Crime Commissioner's secure network, unless you have a secure email address the delivery to your personal inbox is an insecure connection via the public internet. The Office of the Northamptonshire Police and Crime Commissioner cannot accept responsibility for any loss or inappropriate access to the email response once it has left the Northamptonshire Police secure network. It is also the responsibility of the applicant to ensure that the email address submitted is accurate.

(Please tick) I have read the above and confirm that I wish to receive my Subject Access disclosure by email to the above address.

Section 2. Information required

To help find any information that may be held about you, please supply additional details in the box below. If you are requesting photographs or CCTV footage please supply a portrait photograph (eg passport photos) to assist identification. **Please note failure to provide such details may result in your application being rejected and returned to you.**

Do not use this form to request a copy of a criminal conviction history.

To help us find the information that we may hold about you, please complete this section as fully as possible. If it is something specific, for example details of a reported crime or incident, quote any reference number that you may have. Continue on a separate sheet in the same way if necessary or if you require information on more than one type of incident/crime.

Were you: (tick box below)

A description of the circumstances in which you had contact with the Office of Northamptonshire Police and Crime Commissioner:		
A person reporting an offence or incident []	A witness to an offence or incident []	A victim of an offence []
A person accused or convicted of an offence []	A correspondent []	Other [] Please explain:
Date(s) and time of incident:		
Place/location incident happened:		
Details of incident:		
Crime Reference/Incident Number/Lost Property Number:		
If the information relates to a vehicle, please give the following details: Make:_____ Model:_____ Registration Number:_____		
A description of the information you are requesting:		
Any other information:		

Section 3 Proof of identity documents

To help establish your identity your application must be accompanied by **COPIES of TWO 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 and any other official document, which shows your name, date of birth and address

Section 4 Payment

FEE - Payment must be in pounds sterling to the value of £10 (ten pounds). Cheques or Postal Orders only please, made payable to 'The Police and Crime Commissioner for Northamptonshire'.

Section 5 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:
The Data Protection Officer, West Wing, Police HQ, Wootton Hall, Northampton NN4 0JQ or
01604 888113

For completion by the Office of the Northamptonshire Police and Crime Commissioner:

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

Reference Number: Date Received:

Identity Documents checked:

Completed by: Collar Number: