



DATA PROTECTION ACT 1998

APPLICATION FOR ACCESS TO YOUR PERSONAL DATA HELD BY STAFFORDSHIRE POLICE.

Please Note: Our application forms change periodically. If you have obtained the form some time before applying please check it is still the version which must be used when you are ready to apply.

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 information within a 40 day period.

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 relating to other individuals (third party information).

If you think that information held about you may identify another person, it is advisable to obtain and include their written consent and a copy of one form of identification, showing their name and address, with your application, to enable the release of such information to yourself

If you wish to exercise those rights please read the following guidance below and carefully choose the correct form.

What Information Do You Require?

Section 3 asks for details regarding what information you require.

If you wish to apply for personal information relating to you that may be held on the Police National Computer (PNC), you just need to state that you would like to obtain a copy of your PNC conviction history. This will include details of arrested persons, offenders, suspected offenders, cautioned, reprimanded and warned persons awaiting trial.

If you wish to apply for personal information relating to you, for example, in cases where you have been a victim, a witness, or an offender, to an incident reported to Staffordshire Police, you will need to state what information you require and provide enough details for us to be able to locate this information.

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 other evidence of good character. It should therefore be noted that the exercise of your rights under Subject Access provisions of section 7 of the Data Protection Act 1998 will NOT provide you with a certificate of this nature.

Visa or Employment Purposes:

If you require this information in order to obtain a visa for travel or immigration to Australia, Bahamas, Belgium, Canada, Chile, New Zealand, South Africa or the USA, this form should **NOT** be used and you should apply for a Police Certificate through the ACPO website at www.acpo.police.uk.

If this information is required for employment purposes then you should obtain a basic level check online from the Disclosure Scotland website at www.disclosurescotland.co.uk.

Subject Access is not the same as a Criminal Records Bureau (CRB) check. The CRB was established by the Home Office to improve access to criminal record checks for employment-related and voluntary appointment purposes. Specifically, it provides protection for children and other vulnerable people. Normally this type of check will be performed by your employer or other registered organisation. If you require any further information then please visit their web site at www.crb.gov.uk.

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 copies of at least **two** official documents which between them provide sufficient information to prove your **name, date of birth, current address and signature**.

Please note: original documents will be accepted when submitting this form at a Police Station.

PLEASE DO NOT SEND ORIGINAL DOCUMENTS THROUGH THE POST

Fee

Your Subject Access application will cost £10.00. You are encouraged to pay by cheque or UK postal order 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.**

A Bankers Draft is acceptable if applying from abroad.

Please supply a stamped addressed envelope if you have applied by post and require a receipt and confirmation that your application has been received.

Returning this form

When you have completed the appropriate Application Form(s), you can take it to any Police Station within the Staffordshire Police area. Alternatively, you may post your completed form(s) to:

**The Information Assurance Team,
Staffordshire Police,
PO Box 3167,
Stafford,
ST16 9JZ.**

Please ensure that you also include the appropriate fee and proof of identity.

Please **DO NOT** take completed application forms to Staffordshire Police Headquarters, Weston Road, Stafford, as the form cannot be accepted there.

Receiving your reply

In case of requests for PNC data, replies will be sent from the Criminal Records Office within 40 days of receipt of your application. If you have not received a reply within **40 days**, please contact the Information Assurance Team within **14 days** after the due date, as a replacement cannot be sent after this time, and a new application will have to be submitted including a new fee. Applications for locally held information will be sent to you by Staffordshire Police within 40 days of receipt of your application.

Further Information

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

If you have lived outside of the Staffordshire Police area for the last five years you should make your Subject Access application for information held on the Police National Computer, to the police force that covers the area in which you currently reside.

These notes are for guidance only. The law is set out in the Data Protection Act 1998 obtainable from www.legislation.gov.uk. Further guidance and advice may be obtained from The Information Commissioner's Office, Internet: www.ico.gov.uk or telephone number: 0303 123 1113.

Further information can be found on the Data Protection section of the Staffordshire Police Website (http://www.staffordshire.police.uk/information_zone/information_management/data_protection/)

If you would prefer this form in another language or in another format please contact us on the below number.

If you need guidance or assistance in completing a Subject Access form please contact The Information Assurance Team Subject Access Helpline on 01785 232195