



STAFFORDSHIRE
POLICE

Right to Erasure Policy

This Right to Erasure policy forms part of the Data Protection Policy and they should be read in conjunction with each other.

The UK General Data Protection Regulation (GDPR) Article 17 and the Data Protection Act 2018 (Part 3 Law Enforcement Processing) Section 47 provide individuals with the right to request the erasure of personal data that an organisation holds about them.

How can requests be made?

Requests can be made in any of the following ways:

1. Submit a request online via the Staffordshire Police website (this is the most efficient way of making a request)
2. Write to us at:
Information Access Team (Right to Erasure)
Staffordshire Police Headquarters
Weston Road
Stafford
ST18 0YY
3. Email us at: *IAT@staffordshire.police.uk*
4. Phone 101
5. Visit a police station in person
6. Via social media

When is an erasure request accepted?

A request cannot be accepted until:

- a) We have enough information to complete the request and
- b) Identity has been confirmed in accordance with the Staffordshire Police Acceptable Forms of Identification.

This means that even though requests can be made verbally they will not be accepted until identity is confirmed.

If an individual makes a Right to Erasure request to a police officer/police staff member:

- In the first instance establish if the individual can make a request online via the SP website. This is the most efficient process and enables them to provide the required identification documents;
- If not then the police officer/police staff must record the individual's personal details which should include full name, date of birth, address and/or email address, together with details of the erasure requested. This information should then be emailed to the Information Access Team email address (IAT@staffordshire.police.uk) without delay.

If an individual is **only** asking for their Police National Computer (PNC) record to be erased then these types of requests are not processed by local police

forces. They will need to visit the website www.acro.police.uk and follow the instructions within.

In certain circumstances we may refuse to comply with the request:

If a request is deemed to be manifestly unfounded or excessive;

Manifestly unfounded: these could include requests where the requester clearly has no intention to exercise their right to erasure i.e. they make the request and offer to withdraw it in return for a benefit from the police. The request is malicious in intent and is being used to harass the police with no real purposes other than to cause disruption or is repeated frequently. The request makes unsubstantiated accusations against employees or the requester is targeting a particular employee against whom they have some personal grudge.

Excessive: the request is a repeat of previous requests or overlaps with existing requests.

Who deals with these requests?

The Information Access Team process **ALL** erasure requests received by Staffordshire Police. The timeframe for responding to an erasure request is 1 calendar month and there is no charge for the request.

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