



STAFFORDSHIRE
POLICE

Right of Access Request (RoAR) Policy

This Right of Access (RoA) 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 15 and the Data Protection Act 2018 (Part 3 Law Enforcement Processing) Section 45 provide individuals with the right of access to 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
2. Write to us at:
Information Access Team (Right of Access) Staffordshire Police Headquarters
Weston Road
Stafford ST18 0YY
3. Email us @ rightofaccess@staffordshire.police.uk
4. Phone 101
5. Visit a police station in person
6. via social media

When is a request accepted?

A request cannot be accepted until:

- We have enough information to complete the request
- 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 RoAR to a police officer / police staff member they must record the individual's personal details which must include full name, date of birth, address, and email address, together with details of the personal data

requested. This information should then be emailed to the RoA team email address (rightofaccess@staffordshire.police.uk) without delay.

Requests from serving police officers and police staff; if access to personal data, which would be held by People Services, is required then the applicant should contact the relevant departments to facilitate this in the first instance. RoA should not be used as a method to have to obtain access to their personal data.

Staffordshire Police external website provides further useful information together with an online application process which, if used, means the request is sent automatically to the RoA team (this is the most efficient way of dealing with a request).

The RoA team do have a form that can be provided to the applicant if they ask, it is not a requirement of the Act to complete a form however, if an applicant requires one then please contact the RoA team.

In certain circumstances personal data may not be supplied:

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

Personal data may not be supplied if it relates to third parties and the applicant has not obtained their consent for it to be released or if releasing the personal data would obstruct an investigation.

Who deals with these requests?

The Information Access Team, RoA process ALL RoAR's received by Staffordshire Police. The time limit for responding to a RoAR is 1 calendar month and there is no charge for providing the personal data.

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