

Data Protection Act 1998

Nottinghamshire Police Subject Access Request Application Form



Dependent upon the information you wish to access, the process for applying for personal information will vary.

Applications can be made under what is called a 'Subject Access Request'. This will allow an individual to see what information is held about them.

There are two application options available:-

COMPLETE THIS FORM to request information about you that may be held by Nottinghamshire Police.

For example, Crime Reports, Incident Reports, Custody Records for incidents that took place within Nottinghamshire (only).

DO NOT COMPLETE THIS FORM If you require a copy of your Criminal Convictions History including arrests, criminal convictions, cautions, juvenile reprimands, final warnings, non convictions and no further action (NFA) outcomes or a letter confirming that no information is held on the Police National Computer (PNC) you will need to complete the ACRO SAR 1 form. This form can be obtained from ACPO Criminal Records Office (ACRO) by calling 0845 601 3999 or from the Nottinghamshire Police website www.nottinghamshire.police.uk

Please note only one fee of £10 is payable even if you complete 'both' forms. If you complete both applications please send the fee to ACRO with the completed ACRO SAR 1 application form and identify on this G520a form that you have done so by ticking the box provided in section 3. This will be verified with ACRO upon receipt. **If you only complete the attached form please send the payment to Nottinghamshire Police made payable to 'NOTTS PCC'.**

PLEASE SEE THE NOTTINGHAMSHIRE POLICE WEBSITE IF YOU REQUIRE ANY OTHER INFORMATION

For example: Checks for Employment (CRB / DBS) and Police certificates for emigration and visa purposes

Applications for the purpose of employment with children, the elderly or the vulnerable should be directed to the Disclosure & Barring service via a registered body, i.e. your employer.

Please read the guidance notes below before completing your application.

Subject Access Request (SAR) Form

Guidance Notes

Your Rights

You have the right to be told whether any information is held about you and a right to a copy of that information, unless certain exemptions apply. You will be provided with that information only if you have provided satisfactory proof of your identity. Information may not have to be provided if someone else can be identified in or from the information. If you think that information might be held about you that may identify or has been provided by another person, you may want to get that person's written agreement to enable the information to be given to you, and send it with your application.

Chief Constable Rights

The Chief Constable may refuse a request where the information is held for:

- a) the prevention and detection, or
- b) the apprehension or prosecution of offenders and giving you the information would be likely to prejudice any of those purposes.

The information you provide on this form will be used for processing your request.

What to do

1. Complete **Section 1, 2, 3 (& 4 if required)**

2. **Include Proof of Identity.** To help establish your identity this application must be accompanied by **two** official documents (*photocopies only*) which between them clearly show:

- **Your name**
- **Current postal address**
- **Date of birth**
- **Signature**

(For example: birth certificate, driving licence, passport, medical card, benefit(s) book, pension book or bank book.)

3. Include the **Fee**. Payment of the £10 sterling fee can be by a cheque or postal order made payable to '**Notts PCC**'. **Cash payments are not accepted.**

4. The completed form, fee and proof of identity should be sent to the **Data Protection Office, Nottinghamshire Police, Force Headquarters, Sherwood Lodge, Arnold, Nottingham, NG5 8PP.**

What Happens Next

Your application will be processed and a reply sent to the address shown on the form. If you require your reply sending to a different address please specify within Section 4 of the application.

The Act requires that you receive a reply within 40 calendar days from the date the completed application form is received.

Please contact us on **101 ext 800 2526** or e-mail data.protection@nottinghamshire.pnn.police.uk, if you have not received a response within this period.

Data Protection Act 1998 Nottinghamshire Police Subject Access Request Application



Section 1 – About Yourself (tick boxes where appropriate)

Title	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other (Specify)	<input type="checkbox"/>		
Surname / Family Name:												
First Name(s):												
Other/ Former Name(s)												
Gender		Male					<input type="checkbox"/>	Female			<input type="checkbox"/>	
Date of Birth		D	D	/	M	M	/	Y	Y	Y	Y	
Place of Birth		Town										
		County										
		Country										
<p>Postal Address. This address MUST appear on your identity documents and will be the address to which the response will be sent. (Unless you have completed Section 4)</p> <p>Post Code</p> <p>Contact Details: (Telephone/Mobile/Email, etc)</p> <p>If you would like to receive your disclosure by email please tick this box: <input type="checkbox"/></p> <p>Please note that this is an unsecure method of delivery and Nottinghamshire Police cannot be held responsible for loss or unauthorised access of information if you elect to receive your disclosure by this method.</p> <p>If email delivery is not required, disclosure will be made by Special delivery to the address stated above. A signature will be required.</p>												

PREVIOUS ADDRESSES – If relevant to your requested information please provide previous addresses with dates. Continue on separate sheet if necessary.

Section 2 – Details of Your Request

To help us find the information that we may hold about you, **please complete this section as fully as possible**. Please be specific about the information required, for **example details of a reported crime or incident, quote any reference number that you may have or provide as much detail as you can**. Continue on a separate sheet if necessary.

Were you:- (tick as appropriate)

A person reporting an offence or incident	<input type="checkbox"/>	A witness to an offence or incident	<input type="checkbox"/>
A victim of an offence or incident	<input type="checkbox"/>	A person accused or convicted of an offence	<input type="checkbox"/>
A person who has or is employed by Nottinghamshire Police	<input type="checkbox"/>	Other – please specify below	<input type="checkbox"/>

State here what information you are requesting.

(DO NOT COMPLETE THIS FORM for Criminal Convictions History/CRB/DBS checks and emigration and visa certificates, see page 1 of this form for further information)

State here the date, time and location and any reference numbers you might have

Section 3 – Declaration and Signature

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 or attempts to impersonate another may be guilty of an offence.

CHECKLIST				
Have you sent the ACRO SAR 1 form and fee to ACRO?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Have you included the fee of £10? <small>Made payable to 'Notts PCC'</small>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Have you included two forms if Identification?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Section 4 – Consent (to be completed if the disclosure is to be sent to third party)

I (print name), hereby give consent for the requested information to be sent directly to the nominated person named below acting on my behalf.

Name	
Company Name	
Address	
Post Code	

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