

# DATA PROTECTION ACT 2018 –

# SUBJECT ACCESS REQUEST

**Please read the following information carefully before completing the application**

**This guidance is for the use and completion of requests for information held by The Office of the Police and Crime Commissioner for Leicestershire i.e. ‘locally held’ personal information only.**

This request form is not for use for the following purposes;

1. Applying only for data held by Leicestershire Police
2. Applying for information held on the Police National Computer.
3. Applying for a police certificate for the visa or emigration purposes for specific countries.

For guidance and application forms for these purposes please refer to the following websites:

* [www.leics.police.uk](http://www.leics.police.uk) – for information held by Leicestershire Police
* <https://www.acro.police.uk/> - for the Police National Computer data and Police Certificates

If you require a disclosure for employment purposes, and you live in England, Scotland or Wales, please contact the following for assistance:

England and Wales: Disclosure and Barring Service (DBS) <https://www.gov.uk/request-copy-criminal-record>

Scotland: Disclosure Scotland [www.mygov.scot/disclosure-types/](http://www.mygov.scot/disclosure-types/)

Northern Ireland: AccessNI via their website <https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

Certain employers and organisations such as recruitment agencies may attempt to exploit the subject access process by requiring individuals to use it to obtain a copy of their personal information as part of recruitment or continuing employment processes.

This practice is known as enforced subject access as covered by Section 177 of the Data Protection Act 2018. It is a criminal offence for a current or prospective employer or recruitment agency to require an individual to make a subject access request as a condition of employment or for the provision of goods or services.

**Your Subject Access rights (to ‘locally held’ information)**

You have a right to be told whether any information is held about you and a right to a copy of that information, unless certain exemptions apply. This will be returned 1 calendar month after receipt of a fully completed form and proof of identity.

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 have been provided by another person, you may want to get that person’s written agreement to enable the information to be given to you. In addition to their consent, they will also need to provide two proofs of identity

The legislation allows us to extend the period of compliance by a further two months where requests are complex or numerous.  If this is the case, we will inform you within one month of receipt of your request and explain why the extension is necessary

**OPCC’s Rights**

The provisions of the Data Protection Act mean that in certain circumstances some personal data will not be provided. For example you will not be provided with personal data if releasing it to you would be likely to identify other individuals. The information you provide on this form will be used for processing your request.

## What to do next

**a.** Complete **Sections 1 - 7 overleaf.**

**b.** Include **Proof of Identity.** To help establish your identity this application must be accompanied by copies of **two** official documents which between them clearly show your **name, current postal address, date of birth and signature**, for example: birth certificate, driving licence, passport, medical card, bank statement, utility bill, rent agreement. If you have changed your name, please supply relevant documents evidencing the change.

**DO NOT SEND ORIGINAL DOCUMENTS AS THESE WILL NOT BE RETURNED**. It will assist with processing your application if one of the documents is a photographic identity document such as your passport or driving licence.

The OPCC for Leicestershire reserves the right to request original documentation in some cases. Where this is undertaken they will be returned by registered post.

The completed form and proof(s) of identity should be sent to:

The OPCC Data Protection Officer

Office of the Police and Crime Commissioner

Leicestershire Police HQ

St Johns

Enderby

LE19 2BX

What happens next

The OPCC will process your request and send a response to the address shown in section 4.

**3.** Further information about the subject access process is available on our website at [www.leics-pcc.police.uk](http://www.leics-pcc.police.uk) or by contacting the data protection officer at the above address.

Advice and assistance

Should you require advice and guidance in completing the application or in respect of appropriate identity documents, please contact staff at the above address by telephone on the following numbers:

**0116 248 5222**

Due to the Data Protection Act 2018, the OPCCC will be unable to provide you with information contained on OPCC databases over the telephone or by email prior to completion of your request.

The information supplied in connection with this application will be used for the purpose of administering this request and to ensure the accuracy of Police systems.

### Please note that fields marked \* are mandatory

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| **1 Personal information** | | | | | | |
| **1.1 \*Title:** | Mr  Mrs  Miss  Ms  Other  (specify) | | | | | |
| **1.2 \*ALL forename(s)/given name(s):** | | |  | | | |
| **1.3 \* Surname/Family name:** | | |  | | | |
| **1.4 \*Have you ever used or been known by any other names?** | | | | |  | **Yes  No** |
| If you have answered Yes to the question above, please provide a list of all your previous names below, including **maiden/married** names, names prior to and after change by deed poll, and name at birth if different from the above. Failure to answer this question will delay your request. If you run out of space, please supply any additional information on a separate sheet  **Please provide surnames in UPPER CASE.**  **Previous/former name(s):** | | | | | | |
| **1.5 \*Date of birth:** (dd/mm/yyyy) | | | |  | | |
| **1.6 \*Place of birth:** Village/town:  Country: | | | |  | | |
| **1.7 \*Gender:** | | MaleFemale | | | | |

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| **2 Contact details – we ask for this in case it is necessary to contact you** | |
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| **2.1 Email address:** |  |
| **2.2 Daytime telephone number:**  Please make sure that you include local/area dialling codes. |  |

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| **3 Address history** | |
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| **3.1 \*Current address:** This is the physical address at which you reside (not a PO Box) and should be shown on your proofs of address. | |
|  | |
| **Postcode:** |  |
| **Date from:** (mm/yyyy) |  |
| **3.2 Previous addresses:** If the information you are requesting refers to previous addresses you have lived at, it will assist our search if you indicate below those addresses | |
| **Previous addresses:** | **Date from:** (mm/yyyy) **Date to:** (mm/yyyy) |
|  | |
| **Postcode:** |  |

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| **4 Delivery of your disclosure** | |
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| **4.1 \*How would you like your subject access disclosure to be delivered?**  Please select only one option:  Email  Post | |
| **Email disclosures will be sent to the email address specified above.** Please be aware that whilst the email response will be sent from a secure network, unless you have a secure email address the delivery to your personal inbox is an insecure connection via the public internet. The OPCC cannot accept responsibility for any loss or inappropriate access to the email response once it has left our secure network. It is also the responsibility of the applicant to ensure that the email address submitted is accurate. | |
| **4.2 Alternative postal address:** Only complete this box if you **do not** want correspondence to be sent to your current address. | |
|  | |
| **Postcode:** |  |

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| **5 Third party nomination** | |
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| The OPCC will not discuss your request with another party or disclose details without your consent. If for any reason you wish to nominate a representative to discuss this request on your behalf you must provide their contact details below. Providing contact details for a third party will be considered as consent. If you are a Power of Attorney for the applicant, please enclose a copy of the Power of Attorney documents with this request. | |
| **5.1 \*Name of representative/contact:** |  |
| **5.2 \*Relationship to you:** |  |
| **5.3 Telephone number:** |  |
| **5.4 Email address:** |  |

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| **6 Information requested** |
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| **6.1**  **To help find any information that may be held about you, please supply additional details in the box below.**  **For example: A description of the information you are looking for, A description of the circumstances in which you had contact with the OPCC – e.g. were you a person registering a complaint or a correspondent etc. Do you have any reference numbers, dates and times or any other information you can provide which may assist us in finding the information you seek.**  **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.** |
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| **7 Declaration & Signature** |
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| The information I have supplied in this request is correct and I am the person to whom it relates. By signing this form I accept the terms and conditions of service and I confirm that I wish to be supplied with information held by the OPCC for Leicestershire.  **7.1 Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **\*Date:**  **If the person completing the request form is not the data subject, a Power of Attorney or an original letter of authority signed by the data subject has been enclosed:**  Letter of authority  Lasting or Enduring Power of Attorney  Evidence of parental responsibility  Other (give details):  **If the data subject is completing this form but would like us to discuss the request with somebody else, please complete section 5.**  **A person who impersonates or attempts to impersonate another person may be guilty of an offence.** |

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| **Returning the application form – checklist** (Applicant **-** Please tick the relevant answer) | |
| Have you fully completed all the sections you need to? |  |
| Have you signed the application form? |  |
| Have you enclosed the photocopy identity documents needed, (i) name & date of birth  (ii) name & current address |  |
| Have you used the correct value of postal charge on the envelope?  UK - Maximum letter size is 240 x 165 x 5 mm, C5 size envelope. Other sizes charged  at higher rates |  |
| Send the completed form to:  The OPCC Data Protection Officer  Office of the Police and Crime Commissioner  Leicestershire Police HQ  St Johns  Enderby  LE19 2BX  Should any advice or guidance be required in completing this application, please contact 0116 us on 0116 248 5222 |  |