

Application for access to your personal data held on Surrey Police information systems

Section 7(1)(a) & 7(1)(b)(i) & 7(1)(c)(i) of the Data Protection Act 1998 (Subject Access)



Subject Access Rights

Subject to certain exemptions, you have a right to be told whether Surrey Police holds any information about you (your 'personal data') and a right to be provided with a copy of that personal data within a 40 day period.

If you wish to exercise those rights please complete this form carefully and follow the instructions regarding the £10 fee, proof of identity, and ways to return the form to Surrey Police.

The Data Protection Act means that in certain circumstances Surrey 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 that identifies other individuals.

Fee

Your Subject Access application will cost £10. You are encouraged to pay by cheque as regulations over the handling of cash may delay your application. Cheques etc. should be made payable to 'Surrey Police'. Postal Orders must be UK Postal Orders

Proof of identity

Surrey 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.

Returning this form

The completed form, with appropriate fee, proof of identity, date of birth and address documents should be returned to Surrey Police using any of the following methods:

In Person at any Surrey Police Station (not Headquarters)

By Post - Subject Access, Information Access Team, Surrey Police Headquarters.
Mount Browne, Sandy Lane, Guildford, GU3 1HG

Enquiries to Subject Access Officer

Tel: 01483 630013 or email: subjectaccess@surrey.pnn.police.uk

Please keep these notes for your records.



Section 1. About yourself (please use block capitals and black ink)

Surname/Family Name.....

First/Fore Name(s)

Former / Maiden Name(s) Height

Sex / Gender (Male/Female) Date of Birth

Place of Birth (Town & County/Country).....

Home Address (include Postcode)

This is the address to which all replies will be sent, unless you specify otherwise below

Daytime Telephone Number(s)* Work.....Home

Email Address(es)* WorkHome

** Not mandatory, but these will assist us if we need to get back in touch with you to discuss your application.*

Previous Addresses.(if you have.....

Lived at the above address for less than Ten years please provide your previous addresses along with the dates of occupancy).....

Section 2. Personal Data Sought

Tick here if you wish to access details of your 'Person Record' on the Police National Computer. This may include details including Arrests, Prosecutions, Convictions, Cautions, Reprimands & Warnings, Firearms Certificate Holders and other details. *Not all arrests, prosecutions, convictions, cautions, reprimands and warnings are held on the PNC.*

Tick here if you wish to access personal data other than the above. To help us find any information that may be held about you, please supply additional details in the box below (and continue on a separate sheet if you need to). *To assist us you are advised to include, where relevant: a description of the information you are looking for; a crime reference or incident number; a description of the circumstances in which you had contact with the Police – for example were you a person reporting an offence or incident, a witness, a victim, a correspondent, an offender etc?; dates and times; and any other information you have that can assist us in finding the information you seek.. If you are requesting photographs or CCTV footage please supply a photograph of your face (e.g. passport photo) to assist identification. **Please note a failure to provide such details may result in your application being rejected and returned to you***

Section 3. Proof of Identity Documents

To help establish your identity your application must be accompanied by copies of at least **two** different official documents which between them provide sufficient information to prove your **name, date of birth, current address & signature.**

For example, a combination of driving licence, medical card, birth/adoption certificate, passport, and any other official documents which show those details.

Section 4. Declaration – To be signed by the Applicant

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

Should any advice or guidance be required in completing this application, please contact:

Subject Access, Information Access Team, Surrey Police Headquarters, Mount Browne, Sandy Lane, Guildford. Surrey. GU3 1HG
Tel: 01483 630013
Email - subjectaccess@surrey.pnn.police.uk

To be completed by officer receiving

Check that the form has been completed and is legible and you are satisfied with the applicants' identity. Then complete the form below accordingly.

Application checked and legible?	Yes/No	Date application received complete
Identification documents checked?	Yes/No	Completed by: Rank/Number
Copy ID attached?.....	Yes/No*	Name
Original ID returned?.....	Yes/NA	Stationed at.....
Fee paid £		Method of payment
Receipt Number		Signature.....

**Explanation why copy ID not attached:*

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