

Completing your subject access application

Please read this document carefully before completing the SA1 application form

Identification

We require **photocopies** of your identification. Original documents are sent at your own risk.

We require at least **two** different official documents which between them provide sufficient information to prove your **name, date of birth, current address, and signature**.

Please supply a stamped addressed envelope if you require a receipt and confirmation that your application has been received.

Your right of access

You have a right to personal information which relates to you. **You do not have a right to information which relates to other individuals**. Information not relating to you will be edited out. If information jointly relates to you and to others, it will only be disclosed if it is reasonable in all the circumstances to do so.

Local and national information

You have a right to information held 'locally' and 'nationally'. National information is that which is held on the Police National Computer (PNC). The PNC holds details of convictions, cautions, arrests, and other disposals. Local information is that which is held only by Thames Valley Police, for example witness statements, crime reports, photographs, or interview tapes.

If you require a summary of your criminal record (or proof that you do not have one), for example for obtaining a visa, you should request national PNC data by ticking the top box on the application form.

If you require information about specific incidents which you were involved in that occurred within the Thames Valley Police area, you should request local information by ticking the bottom box. **When requesting local information it will help us to assist you if you can tell us exactly what information you require and what it relates to**. You may wish to supply a covering letter with your application. Please note that you will only be supplied with manual records if you provide a description of the information you require.

You are entitled to request both local and national information by ticking both boxes. If you have requested national information you will receive a response directly from ACPO Criminal Records Office (ACRO). If you have requested local information you will receive a response from us.

Information that may be withheld

Information that is being used, or is likely to be used, for crime prevention or detection purposes

We will not release intelligence or other information if doing so could undermine Thames Valley Police's fight against crime or our duty to maintain public safety.

Confidential information that may identify other individuals

We may hold confidential information that relates to more than one individual, for example a crime report may identify both a victim and a suspect. The suspect will not normally be given personal details of the victim and vice versa.

Paper-based manual records

Whilst the searching of electronic records can normally be completed using automatic search tools, searching for hand written records cannot. We therefore need to be advised where such information is held before we can accept this kind of request. **You must provide a description of any manual records that you require**. Even where such records can be located, if the cost of reviewing and releasing the information would be likely to exceed £450, your right of access will be restricted.

Postage

All our disclosures and any written correspondence will be sent by standard Royal Mail first class post. If you do not wish for the disclosure to be sent this way, please contact us to arrange collection either by yourself or an arranged courier. Please note that we are unable to accept additional payments for special or recorded delivery.



Form SA1: Application for access to your personal data held on Thames Valley Police information systems

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

Your Subject Access Rights

Subject to certain exemptions, you have a right to be told whether Thames Valley 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 Thames Valley Police.

The Data Protection Act means that in certain circumstances Thames Valley 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. Cheques **MUST** be made payable to 'Thames Valley Police Authority'. Postal Orders must be UK Postal Orders.

ALL payments **MUST** be in **£ Sterling**.

Receipts will only be issued on request. **DO NOT SEND CASH**

Proof of identity

Thames Valley 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 Thames Valley Police by **post** to:-

Data Protection Office
Thames Valley Police H.Q.
Oxford Road
Kidlington, Oxon.
OX5 2NX
United Kingdom

Section 1. About Yourself *(Please use block capitals and black ink)*

Title (Mr, Mrs, Miss, Ms, Dr, Rev etc.)..... Surname/Family Name.....

First Name(s)

Maiden/Former Name(s)..... Gender (Male/Female)

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

Height.....

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)* Work Home.....

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

Alternative Delivery Address

Only complete this if you wish us to send our reply to an address different to your current address

You will need to provide us with Evidence of your connection with this address.

Previous Addresses

If you have lived at the above address(es) for less than ten years please give your previous addresses for that period in the box to the right. Continue on a separate sheet if you need to

Section 2. Personal Data Sought

Tick here if you wish to access details of Arrests, Prosecutions, Convictions, Cautions, Reprimands & Warnings. It includes details of arrested persons, offenders, suspected offenders, cautioned, reprimanded and warned persons awaiting trial held on the Police National Computer (PNC). 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.

Supply a stamped addressed envelope if you require a receipt and confirmation that your application has been received.

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: The Data Protection Office, Thames Valley Police HQ, Oxford Road, Kidlington, Oxon. OX5 2NX, United Kingdom. Tel: 01865 846329 email: data.protection@thamesvalley.pnn.police.uk

For Office Use

Application checked and legible? Yes/No Date application received complete

Identification document(s) checked? Yes/No Checked by:.....

Identity document 1

Identity document 2.....

Identity document(s) returned? Yes/No

Fee paid £.....

Method of payment.....

Application Number