



## THIS IS NOT AN APPLICATION FORM TO REQUEST A COPY OF YOUR CRIMINAL CONVICTION HISTORY

### Completing your Subject Access Request Application Form (SA1A)

Please read this document carefully before completing the 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 Information;

Local information is that which is held only by Thames Valley Police, for example witness statements, crime reports, photographs, or interview tapes. **When requesting local information it will help us to assist you if you can tell us exactly what information you require and briefly 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.

#### 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 may be restricted.

#### Please ensure that the following is included with your application;

- A cheque or postal order made payable to Thames Valley Police Authority for £10,
- Two official documents of identification,
- Signature and date of the application



# 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

SA1A 20/12 v2

## 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 how 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

If you are not applying to ACRO, this application will cost £10. Please pay by cheque or postal order. Cheques and postal orders **MUST** be made payable to 'Thames Valley Police Authority'. Postal Orders must be UK Postal Orders.

### Proof of identity

Thames Valley Police needs to be satisfied that you are who you say you are. Consequently Section 2 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 Headquarters  
Oxford Road  
Kidlington  
Oxfordshire  
OX5 2NX  
UK**

## 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 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.*

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**Section 1b. Personal Data Sought**

**Do not use this form to request a copy of a criminal conviction history.** This application is for requesting a copy of information held about you on Thames Valley Police local information systems and paper records. To assist us in finding any information that may be held about you, please supply additional details in the box below (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 small description of the circumstances in which you had contact with the Police, e.g. you were the 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 with identification.* **Please note a failure to provide such details may result in your application being rejected and returned to you.**

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Tick this box if you are applying also to ACRO. This is so that we can confirm payment.

**Section 2. Proof of Identity Documents**

To help establish your identity, your application must be accompanied by **photocopies 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 3. 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 Headquarters, Oxford Road, Kidlington, Oxfordshire OX5 2NX, Tel: 01865 846329, E-mail: [data.protection@thamesvalley.pnn.police.uk](mailto:data.protection@thamesvalley.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.....

Identity document(s) detail.....

Identity document(s) returned? .....Yes/No

Fee paid ... ..Method of payment .....Cheque/PO

Receipt Number.....