

AVON AND SOMERSET CONSTABULARY

DATA PROTECTION ACT 1998

These notes explain how you can find out what information, if any, is held about you by the Police.

Application for access to your personal data held on Avon and Somerset Constabulary's information systems

Section 7 of the Data Protection Act 1998 (Subject Access)

Your Rights

Subject to certain exemptions, you have a right to be told whether any information is held about you and a right to a copy of that information. The Chief Constable will only give that information if they are satisfied of your identity. You are not entitled to information identifying someone else, unless that person agrees. If you think that information might be held about you, which may identify another person, you may want to get that person's agreement to you being given information and send it with your application.

The Chief Constable's Rights

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

- the prevention or detection of crime
 - the apprehension or prosecution of offenders
- and giving you the information would be likely to prejudice any of these purposes.

The information you provide on this form will be used for processing your request and for any other policing purpose.

Completed applications

Please post completed applications to the following address:

**Corporate Information Management, Subject Access Team,
Avon and Somerset Constabulary, PO Box 37, Valley Road, Portishead, Bristol, BS20 8QJ**

PLEASE NOTE: -

- a. We do not acknowledge receipt of applications and forms that have been completed incorrectly will be returned to the applicant.
- b. If you would like to receive your information by **E-MAIL** please provide your e mail address in Section 1. If you do not wish to receive your information via email please leave blank.

Fee

Payment must be in pounds sterling to the value of £10. **Cheques or postal orders should be made payable to 'PCC for Avon and Somerset'**. Please do not send cash through the post.

PLEASE NOTE: - If you complete both form ACRO SAR 1 and Form 462, only one fee is required, and this should be sent with the ACRO SAR 1 form (please refer to this form for the address and fee details). Please ensure that Section 2 of Form 462 (this form) is completed correctly.

Proof of Identity

Avon and Somerset Constabulary needs to be satisfied that you are who you say you are. Please ensure you 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 and current address, for example: driving licence, passport, birth certificate, medical card, or credit card/bank statement.

www.avonandsomerset.police.uk

Force Ref No:

SECTION 1 – ABOUT YOURSELF

The information requested below is to help the Chief Constable (a) satisfy your identity and (b) find any personal data held about you.

Please use **BLOCK** letters when completing the form

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> (please tick)
Surname/Family Name	
Forename(s)/Given name(s)	
Previous/ Former Name (s)	
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> (please tick)	Date of Birth:
Place of Birth:	
Town	
County	Country
Current Home Address: (street, town, county & postcode) (Your current address must match the address on your identification. This address will be where all correspondence will be sent unless otherwise stated.)	
Previous Address(es): (only provide if you have lived at the above address for LESS than 10 years)	
Preferred Contact Number :	
E-mail address: (Please see notes, for expediency please provide your e-mail address .If you do not want to receive your information by e mail please leave blank).	

SECTION 2 – PERSONAL DATA SOUGHT

(i) I am applying for information held on any Avon and Somerset Constabulary systems

You should complete this form if you seek information about you that might be held on Avon and Somerset Constabulary systems. The Data Controller is not obliged to provide information unless he is given sufficient information to help them locate it. Please ensure that you provide as much details as possible to help us locate the information you require. E.g. date of incident, location of incident, identity of person reporting.

(ii) I have also completed form ACRO SAR 1 (application for a copy of my Convictions/ Cautions/ Warnings and Reprimands History contained on the national computer). Yes No

The ACRO SAR 1 form is **NOT** processed by Avon and Somerset Constabulary.

Please note it is important you tick the above boxes correctly. If you have completed both forms, this will indicate to Avon and Somerset Constabulary that you have forwarded your fee of £10 to ACRO.

SECTION 3 – INFORMATION REQUIRED

To help us find the information that we may hold about you, please complete this section as fully as possible. If it is something specific, for example details of a reported crime or incident, quote any reference number you may have. Continue on a separate sheet if necessary.

Were you: (please cross (x) relevant boxes)	
A victim/ informant or witness	<input type="checkbox"/>
Arrested/ Convicted/ charged for an offence	<input type="checkbox"/>
Date, time, place of incident/ offence	
Brief details of incident/ offence	
Please specify exactly what information you require – (e.g. crime report, incident log, your statement(s), photographs etc.)	
Relevant reference number(s) i.e. crime reference number, incident log ref, custody reference (if known)	

Section 4 – Declaration to be signed by 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 or attempts to impersonate another may be guilty of an offence

Please refer to the checklist below before posting your application form:

- Complete all Section 1 with your personal details.
- If you want your information to be sent to your e-mail address please complete the appropriate box in Section 1.
- Enclose pounds sterling, cheque or postal order (made payable to PCC for Avon and Somerset) for £10 and ensure you have selected the appropriate tick box indicating whether the ACRO SAR 1 form has also been completed.
- Ensure a PHOTOCOPY of your two identification documents has been enclosed with your completed application – see ‘Proof of Identity’ section at the front of the form.
- Tick the boxes for the information required at Section 2 & 3 and provide sufficient details in respect of the information you require.
- Sign the declaration at Section 4.

Advice about completing this form

<p>Should any advice or guidance be required in completing this application, please contact: -</p> <p>Corporate Information Management Subject Access Team Avon and Somerset Constabulary Police Headquarters PO Box 37, Valley Road Portishead Bristol BS20 8QJ</p> <p>Telephone: 01275 816376 www.CIMREPLIES@avonandsomerset.police.uk</p>	<p>General advice on the Data Protection Act 1998 can be obtained from: -</p> <p>The Office of the Information Commissioner Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF</p> <p>Telephone: 01625 545700 www.ico.org.uk</p>
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Official use only

FOR POLICE USE ONLY		
Application Checked and legible	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Details of identity documents supplied	<input type="checkbox"/> Driving licence <input type="checkbox"/> Passport <input type="checkbox"/> Medical Card <input type="checkbox"/> Birth/ Adoption Certificate	<input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Utility Bill <input type="checkbox"/> Credit Card/Bank Statement <input type="checkbox"/> Other
Fee Paid	£	
Method of Payment	<input type="checkbox"/> Cheque <input type="checkbox"/> Postal Order <input type="checkbox"/> Cash	
Officer completing this section		
Number	Name	
Position	Location	
Signed	Date	