

Integrity

Professionalism

Fairness

Respect

Dorset Police



DORSET POLICE

Data Protection Act, 1998

How to apply for access to information held on Police Systems

SA1

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

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 Officer of Police will only give that information if he is satisfied of your identity. He does not have to give you any 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 such information and send it with your application.

Evidence of character

Police forces within the United Kingdom **DO NOT** issue documents variously described as "Certificates of Good Conduct" or "Police Clearance Certificates." Nor do they provide other evidence of good character. It should therefore be noted that the exercise of your rights under the Subject Access provisions of Section 7 of the Data Protection Act, 1998, will **NOT** provide you with a certificate of this nature.

Chief Officer's Rights

The Chief Officer of Police may deny access to information where the Act allows, but the main exemptions in relation to information held on Police systems are 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.

Fee

Payment must be in pounds sterling to the value of £10. You are advised NOT to send cash through the post. Cheques, postal orders, etc. should be made payable to: **Dorset Police Authority**.

THE APPLICATION FORM:

Section 1 Asks you to give information about yourself, which will help the Chief Officer to confirm your identity. He has a duty to ensure that information he holds is secure and he must be satisfied that you are who you say you are.

Section 2 Asks you to provide evidence of your identity by producing photocopies of two official documents (one must clearly show your name and date of birth and the other your name and current address) with your application.

Section 3 Must be signed by you.

Section 4 You must indicate in this Section which particular system you require to be searched.

When you have completed and checked this form, send it together with PHOTOCOPIES of the required TWO identification documents, and fee to:

DATA PROTECTION OFFICE, DORSET POLICE HEADQUARTERS,
WINFRITH, DORCHESTER, DORSET DT2 8DZ

Or take it to any main Police Station in this force area. Please note original documents will be accepted when submitting this form at a Police Station. (Dorset Police Personnel - please complete 'Official Use' Section on P 4.)

**If you have any queries regarding this form, or your application, please ring
The Data Protection Office on (01305) 223716 or 223810**

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SECTION 1 About Yourself

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

PLEASE USE BLOCK LETTERS AND BLACK INK

Title (<i>Mr, Mrs, Ms, Miss</i>):			
Surname:			
Maiden Name/Other Surname:			
Forenames:			
Date of Birth:		Sex: M / F	Height:
Place of Birth	Town:	County:	Country:
Daytime Telephone No:			
Email Address:			

Your Current Home Address			
(To which we will reply)			
(This can be a non UK address)			
	Postcode:	Since:	

If you have lived at the above address for less than 10 years YOU MUST provide your previous addresses below

Previous Address (1)			
Dates of Occupancy	From:		To:
Previous Address (2)			
Dates of Occupancy	From:		To:
(Continue on a separate sheet if necessary)			

N.B. Personal data supplied may be held or verified on or by police computer and may also be used or disclosed for policing purposes.

SECTION 2 Proof of Identity

To help establish your identity, your application must be accompanied by **photocopies** of **TWO** official documents. One of which must show your name and date of birth, the other your name and current home address

For example: a birth/adoption certificate, driving license, medical card, passport, or any other official document, which shows your name and address.

Failure to provide this proof of identity may delay your application.

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SECTION 3 Declaration

DECLARATION <i>(to be signed and dated by the applicant)</i>			
The information which I have supplied in this application is correct, and I am the person to whom it relates.			
Signed by:		Date:	
Warning - a person who impersonates or attempts to impersonate another may be guilty of an offence.			
NOW - please complete Section 4 and then the 'CHECK' box (on page 4) <u>before</u> returning the form.			

SECTION 4 (i)

If you require information held on the Police National Computer about Prosecution/Conviction/Caution History
tick here

If you require information held on the Police National Computer other than Prosecutions/Convictions/Cautions History, please provide details below:

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About your property <i>(if applicable)</i>			
If the information you require relates specifically to a vehicle or item of property, please complete this section:			
Make:		Model:	
		Registration No:	
Other Property:			

SECTION 4 (ii) Information held on Dorset Police Systems

If you seek information that might be contained about you on any Dorset Police System, please tick here and then complete the SA1/1 form

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Check List

- Have you completed ALL Sections in this form?
- Have you listed ALL Surnames/Maiden Names?
- Have you provided a 10 year address history?
- Have you enclosed your copies of two identification documents?
- Have you signed and dated the form?
- Have you enclosed the £10.00 fee? (Made payable to Dorset Police Authority)

More information These notes are only a guide. The law is set out in the Data Protection Act, 1998, obtainable from HMSO.

Further information and advice may be obtained from:

Information Commissioner's Office
Wycliffe House
Water Lane
WILMSLOW
Cheshire SK9 5AF
Tel: (08456) 30 60 60 or (01625) 545745

*Please note that this application for access to information must be made direct to the **DORSET POLICE** (address on page 1) and NOT to the Information Commissioner.*

OFFICIAL USE ONLY			
Dorset Police Personnel – Please complete ALL of this Section (refer to 'CHECK' box above.)			
Application Checked and Legible?	Yes / No	Date Application Received:	
Details of 2 Documents Checked (See Page 2)	Original / Copies	Fee Paid:	£
Documents produced to verify: ↓		Method of Payment:	
Date of Birth:		Receipt No:	
Current Address:			
Documents Returned:	YES / NO / N/A		
Member of Staff Completing This Section:		Rank / Post:	
Name:		Staff Number:	
Signature:		Station:	
Date:		Division:	
Application Form to be forwarded to the Data Protection Office, HQ, in accordance with Force instructions.			

Failure to provide the required proof of identity and fee may delay your application.