

Form SA1: Application For Access To Your Personal Data Held On Cumbria Constabulary Information Systems



CUMBRIA
CONSTABULARY
SAFER STRONGER CUMBRIA

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 Cumbria Constabulary 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 Cumbria Constabulary.

The Data Protection Act means that in certain circumstances Cumbria Constabulary 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 or postal orders should be made payable to 'Cumbria Constabulary'. Postal Orders must be UK Postal Orders.

Proof of identity

Cumbria Constabulary 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.

Please note that any **original** documents you provide will be returned by standard post, and not by recorded delivery.

Returning this form

The completed form, with appropriate fee, proof of identity, date of birth and address documents should be returned to:-

The Data Protection Officer
Cumbria Constabulary
Police Headquarters
Carleton Hall
PENRITH
Cumbria
CA10 2AU

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.

The information supplied in connection with this application will be used for the purpose of administering this request and to ensure the accuracy of Police systems.

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

[Empty box for previous addresses]

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.**

[Empty box for additional details]

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:
The Data Protection Officer, Police Headquarters, Carleton Hall, Penrith, Cumbria, CA10 2AU – Tel: 01768 217127.

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	Fee paid and method £
Identification documents checked?	Yes / No	Date application received complete.....
Identity document.....		Completed by
Identity document.....		Comments
Identity document(s) returned?.....	Yes / No