

PROTECT – PERSONAL DATA



Subject Access Request

Application for access to your personal data under
Data Protection Act, 1998

Your rights

Subject to certain exemptions, you have the 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 he is satisfied of your identity. The Chief Constable 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 information and send it with your application.

The Law requires that you should be given details of any personal data held about you within 40 days of the receipt of a request. This period cannot start until you have given the necessary information.

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 the Data Protection Act, 1998 will NOT provide you with a certificate of this nature

Data Access

The Chief Constable may deny access to information where the Act allows but the main exemptions in relation to information held on by the Police the Police 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 either of these or other purposes.

Fee

Payment must be made in pounds sterling to the value of £10.00 per application. Cheques or postal orders should be made payable to: **British Transport Police**. We DO NOT accept cash, credit or debit cards, the Euro or Overseas postal orders.

The application form

Section 1 asks you to give information about yourself which will help the Chief Constable 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 give as much information as possible to help find the information you want an.

Section 3 asks you to provide evidence of your identity by producing a document with your application.

Section 4 requires your signature.

For enquiries concerning the completion of this form contact us by telephone on 020 7830 6751

PROTECT – PERSONAL DATA

Section 1 - About yourself

Please complete clearly using BLOCK CAPITALS and black ink

Only complete categories marked with an asterisk (*) if your request relates to prosecution/conviction history, disqualified drivers, wanted/missing, National Crime Squad, National DNA database

Tick one box

Title: Mr Mrs Miss Ms Other please specify

First name(s)

Last name.....

*First name (previous)

*Last name (previous)

Gender: Female Male

Date of birth (dd/mm/yyyy) ___ / ___ / _____

*Country of birth Town/City of birth

*Height

Current address.....

.....

.....

..... Post code.....

If you have lived at the above address for less than 10 years please list your previous addresses below and continue on a separate piece of paper if you need to.

Previous address.....

.....

.....

..... Post code.....

Previous address.....

.....

.....

..... Post code.....

Telephone number (home) (optional)

Telephone number (mobile) (optional)

E-mail address (optional)

PROTECT – PERSONAL DATA

Section 3 – Proof of identity

To help establish your identity your application must be accompanied by at least two official documents bearing your **name, date of birth, current address and signature**. Photocopied documents are acceptable. However, we reserve the right to request original documents.

Example of documents: - Driving licence, passport, birth/adoption certificate, medical card, utility bill or other official document which has your name and address. Statements from banks, utility companies and other official correspondence must be **dated within the last 3 months**.

Section 4 – Declaration

The information which I have supplied in this application is correct, and I am the person to whom it relates:-

Signed (applicant) Date

Warning - a person who impersonates or attempts to impersonate another may be guilty of an offence

Checklist

Have you completed all of the sections you need to?

Have you signed the form?

Have you enclosed a proof of identity document(s)?

Have you enclosed the £10 fee?

Send your completed form to: Force Information Standards Manager, Information Standards & Disclosure Unit, British Transport Police, 2nd Floor, 3 Callaghan Square, Cardiff, CF10 5BT

More information

These notes are only a guide. The law is set out in the Data Protection Act, 1998 obtainable from HMSO by visiting website <http://www.hmso.gov.uk/legislation/uk.htm> Further information and advice may be obtained from:- The Office of the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel:- 01625-545745 or by visiting website <http://www.ico.gov.uk>

Official use only

Application checked and legible Yes No

Identification doc(s) checked Yes No

Original doc(s) returned Yes No

Fee paid Yes No

Method of payment: Cheque Postal Order

Officer completing this section: Collar No:

Name

Signed

Date

Location