



Subject Access Request

Application for access to your personal data under
**General Data Protection
Regulation**

Your rights

Subject to certain exemptions, you have a right to be told whether British Transport Police holds any information about you (your 'personal data') and a right to be provided with a copy of that personal data within one calendar month. If you wish to exercise those rights, please complete this form carefully and follow the instructions regarding proof of identity and how to return the form to British Transport Police.

Data Protection legislation means that in certain circumstances British Transport 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.

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 General Data Protection Regulation will NOT provide you with a certificate of this nature.

Police Certificates Relevant to Visa Applications

The ACPO Criminal Records Office (ACRO) operates a scheme offering Police Certificates to individuals who are required to have a police check in order to obtain a Visa for Australia, Canada, New Zealand, South Africa, United States of America, Bahamas, Belgium & Chile. In such cases, there is no requirement for individuals to request a Subject Access Request in addition to an ACRO Police Certificate. Please note that this Certificate is processed entirely by ACRO. All submissions and enquiries relating to this process should be directed to ACRO, who can be contacted using the following information: ACRO, PO Box 481, Fareham, PO14 9FS, Telephone: 0845 6013999 (office opening hours of 8:30-16:30, Monday to Friday), E-mail: acro.policecertificates@acro.pnn.police.uk, Website: http://www.acro.police.uk/subject_access.aspx

Police National Computer (PNC) information

If you would like to know what information (if any) is held on PNC about you, (i.e. a copy of your prosecution/conviction history) you should complete Form ACRO SAR1. ACRO carries out these checks on our behalf. When you complete this form you need to send it directly to ACRO. Further information can be found at : http://www.btp.police.uk/about_us/your_right_to_information/data_protection.aspx

For enquiries concerning the completion of this form contact us by telephone on 029 2052 5338.

PROTECT – PERSONAL DATA

Please complete clearly using BLOCK CAPITALS and black ink 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.

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.....

.....

..... Postcode.....

Previous address.....

.....

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

Telephone number (home) (optional)

Telephone number (mobile) (optional)

E-mail address (optional)

PROTECT – PERSONAL DATA

Section 2 – To help us find information about you

Personal Data Sought

To help us find any information that may be held about you, please supply additional details below (and continue on a separate sheet if you need to). 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 failure to provide such details may result in your application being rejected and returned to you.**

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 license, 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 proof of 2 identity documents?

Please indicate here if you are making a request to ACRO and have made payment directly to ACRO

Send your completed form and identity documentation to: Information Compliance 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 General Data Protection Regulation. 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 their 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 N/A

Officer completing this section: Collar No:
Name
Signed
Date
Location