



Application for Access to your Personal Data Held on Humberside Police Information Systems

Data Protection Act 1998 (Subject Access)

USE THIS FORM TO REQUEST INFORMATION ABOUT YOU THAT MAY BE HELD BY HUMBERSIDE POLICE.

For example, crime reports, incident reports
If you require a check of criminal convictions please ring 0845 6013 999 or visit (link) for a SAR1 form.

Subject Access Rights

Subject to certain exemptions, you have a right to be told whether Humberside Police 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.

The Data Protection Act means that in certain circumstances Humberside 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.

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 Humberside Police.

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

What To Do

1 Complete Sections 1, 2 and 3

2 Include Proof of Identity. To help establish your identity this application must be accompanied by **two** official **documents (originals or photocopies)** which between them clearly show your name, date of birth, current address and signature (see below).

3 Include the Fee. Payment of the £10 sterling fee can be by cash or preferably by cheque or postal order made payable to POLICE AND CRIME COMMISSIONER FOR HUMBERSIDE.

4 The completed form, fee and proof of identity should be forwarded to Information Compliance Unit, Humberside Police, Police HQ, Priory Road, Hull HU5 5SF or taken to a main Humberside Police Station.

Your application will then be processed and a reply sent to the address as stated on the form.

The law requires that you receive a response within 40 days from the date the application is received.

PROOF OF IDENTITY –

To help establish your identity your application must be accompanied by **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. **PLEASE NOTE – despite the driving licence confirming both your date of birth and address, we still require two different forms of identification (photocopies or originals) from each applicant.**

Should any advice or guidance be required in completing this application, please contact: The Information Compliance Unit, Humberside Police , Telephone 01482 220323/340608 or Email

Informationcomplianceunit@humberside.pnn.police.uk

POLICE USE ONLY

THIS SECTION IS TO BE COMPLETED BY THE PERSON ACCEPTING THE FORM

Humberside Police Reference No

Application Checked and legible....Yes/No Fee Paid.....

Identification documents checked...Yes/No Receipt No.....

Details of Identity documents

..... Date Received.....

Officer Completing this section NameNumber.....Station.....Signature.....

Section 1. About Yourself (Please use block capitals and black ink)

THIS FORM SHOULD ONLY BE USED FOR REQUESTING INFORMATION FROM HUMBERSIDE POLICE RECORDS.

If you require information relating to your conviction history record (Police National Computer), these are processed by the Association Of Chief Police Officers Criminal Records Office (ACRO) on our behalf. To obtain the relevant form go to [\(link here\)](#), where you can download a copy of the PNC application form, or contact ACRO on 0845 60134 999, or if calling from outside the UK dial +44 1962 8781111 (Monday to Friday 08:30 – 16:30)

Title (Mr, Mrs, Miss, Ms, Dr, Rev etc.) First Name(s)

Surname/Family Name 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.

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.

Section 2. Details of Your request

To help us find the information that we may hold 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 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. Continue on a separate sheet if necessary*

Section 3. 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.

Date Signature

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