

Freedom of Information Publication Scheme



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PUBLICATION STATEMENT:	Please note that this information is correct as at 1st May 2020 and may be subject to change. Essex Police aim to review and update this publication annually.

TITLE:	Request for information for disclosure for Insurance claimants outside the United Kingdom
DATE RANGE:	1 st May 2020 to date
BACKGROUND INFORMATION:	<p>Information can be requested by non-UK insurers to Essex Police to provide information held on Essex Police local systems about a reported crime or loss of property and where the insurer has a specific reason to check a claim (that claim is made from an insurer outside the UK for an incident in the Essex Police area)</p> <p>This guidance sets out the process to apply for information and the exclusions and limitations that apply.</p> <p>Advanced payment of a non-returnable fee as detailed in the schedule of fees for researching and providing this information is required. No search will commence without payment.</p>
RELATED DOCUMENTS/LINKS:	<p>http://legacyapps.netr.ecis.police.uk/forms/form_templates/A94_GUIDANCE.dotx</p> <p>http://legacyapps.netr.ecis.police.uk/forms/form_templates/A94.dotx</p> <p>www.abi.org.uk</p> <p>https://www.essex.police.uk/rqo/request/ri/request-information/rso/request-information-about-yourself-or-someone-else/</p>

FOI PUBLICATION

Essex Police has a guidance document and process for requests for information. Requests can be made via completion of the A94 form and guidance information is available via the A94 guidance form.

This process and guidance **only applies for non-UK insurers** who may use this form to request information from Essex Police

Exclusions

This process does not apply for non-crime enquiries such as road traffic collisions, or crimes that have occurred outside the Essex Police area.

This process **does not apply** to Insurance Companies / Claims handlers for the insurers/ Owners of the vehicle or property /distributers/transporters of the property **IF they are based in the UK**

For guidance on all UK based insurance requests whether crime insurance disclosure applications or as a result of road traffic collisions see the Association of British Insurers (ABI) website www.abi.org.uk

Limitations

Applications forms must be signed by the data holder, otherwise a basic disclosure will be provided

Basic disclosure will only provide information regarding lost property, crime reference numbers, reported offence date/time and details of persons involved.

Applications will only be processed if the form is completed by one of the following categories of persons and the appropriate consent section signed by the relevant individual giving consent for their data to be shared.

- **The insurers of the property**
- **Claims handlers for the insurers**
- **Owners of the vehicle or property**
- **The distributers of the property**
- **The transporters of the property**

Essex Police will not disclose if information relates to a live investigation unless the Officer in the case (OIC) can confirm that no prejudice will be caused by the release. Otherwise a disclosure will only be made by order of the court.

The disclosure provided (as set out under the guidance document) will have redactions to ensure compliance with Data Protection legislation, the following data will be removed

This below list is not exhaustive;

- Witness details
- Telephone numbers (mobile & home)
- Informant details if different from the applicant
- Identification fields from computer incidents
- Appropriate removal of Police National Computer (PNC) check details, for vehicles and persons if not relevant
- Description details of offence given by witnesses
- Witness contact details/witness care/witness consent details on statements

No criminal records or details of proven offences (i.e. convictions, cautions, youth cautions, etc.) will be supplied, irrespective of whether the claimant consents

There are no legal time frames that Essex Police are obliged to be actioned within however the time scales should be considered reasonable.

Information regarding other methods to follow for other information requests

Insurance requests for non-crime under the Association of British Insurers memorandum of Understanding www.abi.org.uk

any associated form can be sent to info.rights.insurance@essex.police.uk

Road Collision Records – <https://www.essex.police.uk/search?q=road+collision+records>

Right of Access - provides access to your personal data held locally by Essex Police, (exemptions may apply). (A95 Guidance/form)

Charges do apply for disclosure and postal service.

Please see the following document for further details <https://www.essex.police.uk/SysSiteAssets/foi-media/essex/other-information/published-items/foi-schedule-of-fees-information-rights.pdf>

Fees are payable in advance. Electronic money transfer is available – please see guidance notes