



## DATA PROTECTION ACT 2018 SUBJECT ACCESS REQUEST

**Please read the following information carefully before completing the application for access to information held locally by Essex Police**

**This request form is not for use for the following purposes;**

1. Applying only for data held on the Police National Computer (PNC).
2. Applying only for a police certificate for the visa or emigration purposes for specific countries.

For guidance and application forms for these purposes please refer to the information on the ACRO website <https://www.acro.police.uk/>

If you require a disclosure for employment purposes, and you live in England, Scotland or Wales, please contact the following for assistance:

England and Wales: Disclosure and Barring Service (DBS) <https://www.gov.uk/request-copy-criminal-record> Scotland: Disclosure Scotland [www.mygov.scot/disclosure-types/](http://www.mygov.scot/disclosure-types/)

Northern Ireland: Access NI via their website <https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

**Note:** Certain employers and organisations such as recruitment agencies may attempt to exploit the subject access process by requiring individuals to use it to obtain a copy of their criminal convictions (or evidence that there is nothing held) as part of recruitment or continuing employment processes. This practice is known as enforced subject access as covered by Section 177 of the Data Protection Act 2018.

It is a criminal offence for a current or prospective employer or recruitment agency to require an individual to make a subject access request as a condition of employment or for the provision of goods or services. They should instead be using the existing formal criminal records check arrangements operated by the Disclosure and Barring Service, Disclosure Scotland or Access Northern Ireland.

### **Your Subject Access rights (to 'locally held' information)**

You have a right to be told whether Essex Police is processing information about you and a right to a copy of that information, unless certain exemptions apply.

You can expect a response to be provided to you within one calendar month following receipt of the completed form and satisfactory proof of your identity.

You will be entitled to your information only and not to information relating to or which can identify another person. If you think that information might be held about you that may identify or been provided by another person, you may want to obtain their written consent to enable the information to be provided to you. They will also need to provide satisfactory proof of identity.

The legislation allows us to extend the response period by a further two months where requests are complex or numerous. If this is the case, we will inform you within one month of receipt of your request and explain why the extension is necessary.

## Chief Constable's rights

The provisions of the Data Protection Act mean that in certain circumstances some personal data will not be provided. For example you will not be provided with personal data if releasing it to you would be likely to prejudice a criminal investigation. In some cases we may not provide you with information that identifies other individuals unless Essex Police feels it is reasonable to do so.

## What you need to do next

**1 - Complete Sections 1 - 7 of the form.** The information you provide on this form will be used for processing your request and to ensure the accuracy of Police systems.

**2 - Include Proof of Identity.** To help establish your identity this application must be accompanied by copies of **two** official documents which between them clearly show your **name, current postal address, date of birth and signature**, for example: birth certificate, driving licence, passport, medical card, bank statement, utility bill, rent agreement. If you have changed your name, please supply relevant documents evidencing the change.

**DO NOT SEND ORIGINAL DOCUMENTS AS THESE WILL NOT BE RETURNED.** It will assist with processing your application if one of the documents is a photographic identity document such as your passport or driving licence.

Essex Police reserves the right to request original documentation in some cases. Where original documents are requested, they will be returned by registered post.

**3 - Send the completed form and proof(s) of identity to:**

**The Information Rights Team  
Essex Police Headquarters  
PO Box 2  
Chelmsford  
CM2 6DA**

[datafoi@essex.pnn.police.uk](mailto:datafoi@essex.pnn.police.uk)

## What Essex Police will do next

On receipt of your receipt of the completed form and satisfactory proof of your identity, Essex Police will acknowledge your request and provide you with our unique reference number. Essex Police will search for the information you have requested and respond to you at the address shown in Section 4 within one calendar month.

For further information about the subject access process is available on the website at [www.essex.police.uk](http://www.essex.police.uk) or by contacting the Information Rights Team at [datafoi@essex.pnn.police.uk](mailto:datafoi@essex.pnn.police.uk).

**Note:** Essex Police will be unable to provide you with information contained on police systems over the telephone or by email prior to completion of your request.

Please note that fields marked \* are mandatory

1 Personal information	
1.1 *Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> (specify)
1.2 *ALL forename(s)/given name(s):	
1.3 * Surname/Family name:	
1.4 *Have you ever used or been known by any other names?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If you have answered Yes to the question above, please provide a list of all your previous names below, including <b>maiden/married</b> names, names prior to and after change by deed poll, and name at birth if different from the above. Failure to answer this question will delay your request. If you run out of space, please supply any additional information on a separate sheet</p> <p><b>Please provide surnames in <u>UPPER CASE</u>.</b></p> <p>Previous/former name(s):</p>	
1.5 *Date of birth: (dd/mm/yyyy)	
1.6 *Place of birth: Village/town: Country:	
1.7 *Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>
2 Contact details – we ask for this in case it is necessary to contact you	
2.1 Email address:	
2.2 Daytime telephone number: Please make sure that you include local/area dialling codes.	
3 Address history	
<p>3.1 *Current address: This is the physical address at which you reside (not a PO Box) and should be shown on your proofs of address. <b>This is the address that Essex Police will respond.</b></p>	
Postcode:	
Date from: (mm/yyyy)	
<p>3.2 Previous addresses: If the information you are requesting refers to previous addresses you have lived at, it will assist our search if you indicate below those addresses <b>including the Post Code.</b></p>	

<b>Previous addresses:</b>	<b>Date from:</b> (mm/yyyy)	<b>Date to:</b> (mm/yyyy)

#### 4 Delivery of your disclosure

##### 4.1 \*How would you like your subject access disclosure to be delivered?

Please select only one option:

Email  Post  Collect in person from PHQ

**Email disclosures will be sent to the email address specified above.** Please be aware that whilst the email response will be sent from the Essex Police secure network, unless you have a secure email address the delivery to your personal inbox is an insecure connection via the public internet. Essex Police cannot accept responsibility for any loss or inappropriate access to the email response once it has left our secure network. It is also the responsibility of the applicant to ensure that the email address submitted is accurate.

**4.2 Alternative postal address:** Only complete this box if you **do not** want correspondence to be sent to your current address.

**Postcode:**

#### 5 Third party nomination

Essex Police will not discuss your request with another party or disclose details without your consent. If for any reason you wish to nominate a representative to discuss this request on your behalf you must provide their contact details below. Providing contact details for a third party will be considered as consent. If you are a Power of Attorney for the applicant, please enclose a copy of the Power of Attorney documents with this request.

**5.1 \*Name of representative/contact:**

**5.2 \*Relationship to you:**

**5.3 Telephone number:**

**5.4 \*Postal Address**

**5.4 Email address:**

**6 Information requested****6.1 To help find any information that may be held about you, please supply additional details in the box below.**

For example: A description of the information you are looking for, A description of the circumstances in which you had contact with the Police – e.g. were you a person reporting an offence or incident; a witness, a victim, a correspondent, an offender etc. Do you have a crime reference or incident number, dates and times or any other information you can provide which may assist us in finding the information you seek.

If you are requesting photographs, Body Worn Video or CCTV footage please provide a portrait photograph (eg passport photos) to assist identification. Please note failure to provide such details may result in your application being rejected and returned to you.

 **Crime report**
 **Custody record**
 **Statement**
 **Interview record**
 **Body worn video/Photograph/Custody CCTV**
 **Other, please specify**

Insert here the date, time, location and any Essex Police reference for your request.

**6.2 Have you been asked by someone to apply for information about any cautions or convictions under subject access and provide them with the response for the purposes of:**

- your current job, or
- a job you have been offered, or
- to enter a contract for goods, facilities or services?

**You do not have to answer this question, but if you do it will not affect your request.**

Yes  No

If yes, then whoever has asked you may be committing an offence under Section 177 of the Data Protection Act 2018. You have not committed any offence in submitting your request and your request will be processed.

You are not obliged to do so, but we would appreciate it if you would provide details below of whoever has asked you to apply through subject access, and under what circumstances. We may pass these details to the Information Commissioner's Office who may investigate further with a view to prosecuting whoever has asked you.

## 7 Declaration & Signature

The information I have supplied in this request is correct and I am the person to whom it relates. By signing this form I accept the terms and conditions of service and I confirm that I wish to be supplied with information about me held by Essex Police

**7.1 Signature:** \_\_\_\_\_

**\*Date:**

**If the person completing the request form is not the data subject, a Power of Attorney or an original letter of authority signed by the data subject has been enclosed:**

Letter of authority       Lasting or Enduring Power of Attorney

Evidence of parental responsibility       Other  (give details):

**A child of 15 years or over should make their own request for their personal information.**

**If you would like us to discuss the request with somebody else, please complete section 5.**

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

### Returning the application form – Applicant checklist

Have you fully completed all the sections you need to?	<input type="checkbox"/>
Have you signed the application form?	<input type="checkbox"/>
<b>Have you enclosed the photocopy identity documents needed</b> , (i) name & date of birth (ii) name & current address	<input type="checkbox"/>
Have you used the correct value of postal charge on the envelope? UK - Maximum letter size is 240 x 165 x 5 mm, C5 size envelope. Other sizes charged at higher rates	<input type="checkbox"/>
Send the completed form to:  <b>The Information Rights Team Essex Police Headquarters PO Box 2 Chelmsford CM2 6DA</b>  Should any advice or guidance be required in completing this application, please contact us At <a href="mailto:datafoi@essex.pnn.police.uk">datafoi@essex.pnn.police.uk</a> or visit <a href="http://www.essex.police.uk">www.essex.police.uk</a>	