

RESOURCES DIRECTORATE
Information Compliance & Disclosure Section
Corporate Support and Information Services
Police Headquarters, Saunders Lane, Hutton,
Preston PR4 5SB
Tel: 01772 413329 Fax: 01772 412123 E-mail: Data.protection@lancashire.pnn.police.uk



**Lancashire
Constabulary**

police and communities together

Dear sir/madam

Please find attached an application form for Subject Access, following your recent enquiry. If you require the information for a visa application and are travelling to America, Canada, New Zealand Australia, Bahamas, Belgium, Chile or South Africa do not use this form, please contact the ACPO (Criminal Records Office) on 0845 601 3999 or visit www.acpo.police.uk/certificates.asp

Please note that Lancashire Constabulary does not provide disclosure for vetting purposes. If you require disclosure for employment purposes please contact Disclosure Scotland on 0870 609 6006 or via their website www.disclosurescotland.co.uk. The 'Basic Disclosure' they provide takes account of the Rehabilitation of Offenders Act.

There are guidance notes and a checklist over the page to assist in completing the application form.

The law requires that personal data held about you will be posted on or before 40 days of the receipt of a request. This period will not commence until we have received all appropriate information.

If you require any further assistance, please telephone or email using the above details.

Yours faithfully

Information Compliance & Disclosure Section
Lancashire Constabulary

SUBJECT ACCESS APPLICATION GUIDANCE NOTES

1	Should you include an original form of identification, it is advisable that you send your application via recorded/special delivery. Lancashire Constabulary cannot accept any responsibility for documents lost in the post. The Constabulary will ensure that all original documents will be returned by recorded delivery.
2	If you have not received a response after 10 days of the “expected reply by” date, as stated on your acknowledgment letter, please contact this office on the details over the page. Failure to do so may require that a further application, and fee, will be necessary to ensure further information is supplied.
3	If you think information may be held about you which may identify another person, you may want to get their written agreement, enclosing their identification documents, to you being provided with this information and send it with your application form.
4	Before you make a Subject Access request it is important to bear in mind that Lancashire Constabulary will not make information available if : <ul style="list-style-type: none"> - The release of information could lead to the identification of another person to whom Lancashire police have duty of confidence. - The information being processed is used for the prevention/detection of crime or arrest/prosecution of offenders - Information is contained in non automated forms(paper files for example)and the cost to Lancashire Police exceeds £450
5	Please remember that: <ul style="list-style-type: none"> - Subject Access does not give a person access to information about other people - Subject Access is not a suitable way of finding out information in order to take legal action against individuals or organisations. Please contact this office for further information regarding this.
6	Police forces within the United Kingdom DO NOT issue documents 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.
7	Further information, in relation to ‘Frequently Asked Questions’ is available on the Lancashire Constabulary website www.lancashire.pnn.police.uk

Please refer to the checklist below before posting your application form:

- Complete all Section 1 with your personal details
- Enclose a cheque or postal order made payable to 'Lancashire Police Authority' for £10
- Enclose a photocopy of any two of the following identification documents, or one original

Passport
Driving Licence
Medical Card
Birth Certificate

N.B. No other form of ID will be accepted. See above guidance notes for sending originals.

- Tick the boxes for the information required at Section 2 and provide sufficient details in respect of the information you require
- Sign the declaration at Section 3



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DATA PROTECTION ACT 1998

How to apply for access to information held by the Police

BEFORE COMPLETING – PLEASE READ THE GUIDANCE NOTES

YOUR RIGHTS

Subject to certain exemptions, you have a right to be told whether any information is held about you and a right to a copy of that information. The Chief Officer of Police will only give you that information if satisfied of your identity. You are not entitled to information identifying someone else, unless that person agrees.

THE CHIEF OFFICER'S RIGHTS

The Chief Officer of Police may deny access to information where the Act allows but the main exemptions in relation to information held by the Police is where the information is held for:

- the prevention and detection of crime
- the apprehension or prosecution of offenders

And giving you the information would be likely to prejudice any of these purposes.

PROOF OF IDENTITY

To help establish your identity your application must be accompanied by **photocopies** of two official documents or one **original** bearing your name, current address, DOB and signature, for example:

- Birth Certificate
- Driving Licence
- Passport
- Medical Card

NB: Utility bills, bank statements and National Insurance number cards will not be accepted.

FEE

Payment must be in pounds sterling to the value of £10.00. Cheques and postal orders should be made payable to 'Lancashire Police Authority'.

COMPLETED APPLICATIONS

Please post completed applications to the following address:

Information Compliance & Disclosure Section (Subject Access)
Lancashire Constabulary
PO BOX 77
Hutton
Preston
PR4 5SB

SECTION 1 – ABOUT YOURSELF

Please use BLOCK letters and black ink

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Rev <input type="checkbox"/> Other (Please Tick)
First Name(s)	
Surname/Last Name	
Maiden/Former Name	
Sex	Male <input type="checkbox"/> Female <input type="checkbox"/> (Please Tick)
Date of Birth	(dd/mm/yyyy)
Place of Birth	(Town & County)
Height	(Feet and Inches)
Home Address (street, town county & postcode) (Your current address <u>must</u> match the current address on your identification. This address will be to where all correspondence will be sent, unless otherwise stated)	
Previous Address(es) (only provide if lived at the above address for LESS than 10 years)	
Home Telephone No	
Mobile No	
Email Address	

The information supplied in this application will be used for the purpose of administering this request and to ensure the accuracy of police systems.

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

Signed _____

Date _____

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

ADDITIONAL ADVICE & GUIDANCE

Advice about completing this form?	General advice on your rights under the Data Protection Act?
<input checked="" type="checkbox"/> Information Compliance & Disclosure Section Lancashire Constabulary PO BOX 77 Hutton Preston PR4 5SB	<input checked="" type="checkbox"/> The Office of the Information Commissioner Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF
 www.lancashire.pnn.police.uk	 www.ico.gov.uk
 01772 413329	 01625 545745
 data.protection@lancashire.pnn.police.	 mail@ico.gsi.gov.uk

☆ OFFICIAL USE ONLY ☆

1	Application checked and legible	<input type="checkbox"/>
2	Identification documents checked	
	• Birth Certificate	<input type="checkbox"/>
	• Driving Licence	<input type="checkbox"/>
	• Passport	<input type="checkbox"/>
	• Medical Card	<input type="checkbox"/>
	• Original sent	<input type="checkbox"/>
3	Fee paid	
	Postal Order	<input type="checkbox"/>
	Cheque	<input type="checkbox"/>
4	Person Completing This Section	
	Name	
	Signature	
	Date	

ACRO

ACRO & Other Systems

Other Systems ONLY