



Data Protection Act 1998

How to apply for access to information held by the Police

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 that information if satisfied of your identity. You are not entitled to information identifying someone else, unless that person agrees. If you think that information might be held about you which may identify another person, you may want to get that person's agreement to you being given information and send it with your application.

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 on Police computers are where the information is held for:

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

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

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 Data Protection Act 1998, will NOT provide you with a certificate of this nature.

Proof of Identity

To help establish your identity your application must be accompanied by photocopies of two official documents bearing your name, for example: birth certificate / driving licence / passport / or medical card, or one original.

N.B. — Utility bills, bank statements and National Insurance number cards cannot be accepted.

Fee

Payment must be in pounds sterling to the value of £10. Cheques and Postal Orders should be made payable to: 'Lancashire Police Authority'.

BEFORE POSTING YOUR SUBJECT ACCESS APPLICATION, PLEASE CHECK THAT YOU HAVE DONE THE FOLLOWING:

- Enclosed a cheque or postal order made payable to 'Lancashire Police Authority'
- Enclosed photocopies of two **different** forms of identification:
Birth Certificate, Passport, Driving Licence or Medical Card or one original
- Ticked a box for the category of information requested
- Signed and dated the form on Section 4

When you have completed the form, send it with the required document and fee to:

**THE CHIEF CONSTABLE
LANCASHIRE CONSTABULARY DATA PROTECTION OFFICE
PO BOX 77, HUTTON, PRESTON PR4 5SB**

SECTION 1 — ABOUT YOURSELF

The information requested below is to help satisfy the Chief Officer as to your identity and to find any data held about you.

Title (tick box if appropriate)

Other title (eg Dr, Rev, etc.)

Surname / family name

First names

Maiden / former names

Sex (tick box)

Date of birth

Place of birth

Height

Current address

(address to which all correspondence will be forwarded)

E-mail address

If you will be resident outside the UK during this application, please provide an e-mail address in case you need to be contacted

If you have lived at the above address for less than 10 years please give your previous address for that period below. Use additional sheet if required.

Previous Addresses

Please use block letters and black ink

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Male <input type="checkbox"/>	Female <input type="checkbox"/>		
Town			
County			

Post Code	Day Time Tel No Mobile

--

SECTION 2 — ACCESS TO THE POLICE NATIONAL COMPUTER

If you are required to apply for your previous prosecution/conviction history for example from an **employer**, **housing authority** or a **visa application** please tick the box below.

Prosecution / Conviction History

Details of offenders (persons convicted, cautioned, warned or awaiting trial). NB Not all prosecution/conviction cautions are held on PNC.

Proceed to Section 4.

MORE INFORMATION

These notes are only a guide. The law is set out in the Data Protection Act 1998 obtainable from HMSO.

Further information and advice may be obtained from:

The Office of the Data Protection Commissioner
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: (01625) 545700
Website: www.informationcommissioner.gov.uk

Please note that this application for access to information must be made direct to Lancashire Constabulary and not the Data Protection Commissioner

OFFICIAL USE ONLY			
Application checked and legible	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Fee paid	<input type="text" value="£"/>
Identification documents checked	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Method of payment	<input type="text"/>
Details of identification document(s)			
<input type="text"/>			
Identification document(s) returned	<input type="checkbox"/> Yes / <input type="checkbox"/> No		
Person completing this section:			
Name _____		Date _____	
Signature _____			