

# **DATA PROTECTION ACT 1998**

# HOW TO APPLY FOR A COPY OF PERSONAL INFORMATION HELD BY THE POLICE UNDER THE DATA PROTECTION ACT 1998

#### **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 Constable will only give that information if he/she is satisfied as to your identity. He/she does not have to give you any information identifying someone else, unless that person agrees. If you think that information might be held about you which may identify another person, you need to get that person's agreement to you being given information and send it with your application.

#### **EVIDENCE OF CHARACTER**

To exercise your rights under the subject access provisions of the Data Protection Act 1998 WILL NOT provide you with a "Certificate of Good Conduct" or "Police Clearance Certificate". However, in our experience, foreign embassies will generally accept a police reply under the subject access provisions of the Data Protection Act 1998 as a suitable equivalent.

#### **CHIEF CONSTABLE'S RIGHTS**

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

- The prevention or detection of crime
- The apprehension / prosecution of offenders

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

#### FEE

Payment must be in pounds sterling to the value of £10 (ten pounds). Cheques or Postal Orders should be made payable to: **West Midlands Police**. Please note that West Midlands Police does **not** accept the Euro (including Euro cheques) or overseas / international postal orders. Overseas cheques must have a United Kingdom bank clearing facility.

### **PROOF OF IDENTIFY**

To help establish your identity, your application must be accompanied by photocopies of two official documents which between them clearly show your name, date of birth and address. For example, driving licence, medical card, birth certificate, passport etc.

#### SUBMITTING THE COMPLETED APPLICATION FORM

When you have completed the application form, please post it along with the appropriate documentation and and fee to:

Data Quality & Compliance Unit, West Midlands Police PO Box 52 Colmore Circus Queensway Birmingham B4 6NQ

We do not accept PERSONAL CALLERS.

Applications may take up to 40 days to process



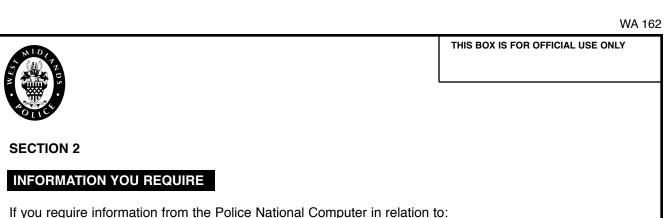
THIS BOX IS FOR OFFICIAL USE ONLY	THIS BOX	IS FOR	<b>OFFICIAL</b>	USE	ONLY
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Please note that we will only be able to provide you with information if you live or have lived in the West Midlands Police force area or the specific incident you require information about took place in the West Midlands Police force area. Otherwise you should apply to the Police force which covers the region or area concerned.

#### **SECTION 1**

## **ABOUT YOURSELF**

Title	Mr 🔲	Mrs $\square$	Miss		Ms		
Other							
Surname/Family Name							
First name(s)							
Maiden/Former Name(s)							
Sex	Male $\Box$	Female					
Date of Birth							
Place of Birth	Town			County			
Height							
Home Address	dress This is the address to which all replies will be sent unless you specifically indicate otherwise						
	Post Code		Tel. No	o. (day)			
If you have lived at the above address for less than 10 years please give your previous address(es) for that period. If necessary continue on a separate sheet and attach to the application form.							



OTTO	
SECTION 2	
INFORMATION YOU REQUIRE	
If you require information from the Police Nation	onal Computer in relation to:
Prosecution, convictions or caution (Tick this box if you require the information to	ns tick here: o support your emigration/visa application etc)
If you require information other than prosecution	ons, convictions or cautions, please provide the following detail
Were you: (tick appropriate box)	
The person reporting an offence or incident A witness to an offence or incident A victim of an offence A person accused of an offence	
Date, time and place of incident:	
Any other information you can provide:	

				VVA 162		
A				THIS BOX IS FOR OFFICIAL USE ONLY		
I	DECLARATION	(to be signed by the applicant)				
-	The information	n I have supplied in this application is cor	rect, and I am th	ne person to whom it relates:-		
	Signed:		Date:			
WARNING - a person who impersonates or attempts to impersonate another may be guilty of an offence						
C	CHECKLIST					
E	Ensure that you	have completed the following before you	ı post your appli	ication for Subject Access:		
	<ul> <li>(a) Completed all sections of the form</li> <li>(b) Enclosed your identification documents (do not send originals)</li> <li>(c) Signed the Application Form</li> <li>(d) Enclosed the £10.00 fee</li> </ul>					
Н	HELP DESK					
If you have difficulty completing this Application Form please contact the Data Quality & Compliance Unit on 0121-626 5417 Monday to Friday						
POLICE USE ONLY						
		PULIGE US	E UNLY			
,	Application che	ecked: YES  NO  Date	application rece	ived:		
ı	Details of identity documents supplied:					
Driving Licence / Passport / Medical Card / Birth Certificate / Marriage Certificate / Utility Bill / Other (please specify)						
ı	Method of Payn	ment: Cheque 🔲 Postal Order	r 🗖	Cash (Receipt number)		
		OFFICER COI	MPLETING			
[    -		<del></del>				
	Name:					
-	Signature:					
-	Rank:	Subject Access Clerk / Senior Compliance Office	er / Data Quality Ad	min Officer / Compliance Officer		

Date to NIS: