

SOUTH WALES POLICE

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 Officer of Police will only give that information if he is satisfied of your identity. He 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 may want to get that person's agreement to allow you to receive such information and send it with your application. The Chief Officer of Police must reply to you within 40 days of receiving the £10 fee and sufficient information to identify you and the information you require.

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.

The Chief Officer's Rights

The Chief Officer of Police may deny access to information where the Act allows. The main exemptions in relation to information held on Police information systems are where the information is held for either **the prevention or detection of crime or the apprehension or 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**. Cheques etc. should be made payable to:- **South Wales Police Authority**. Postal applications should **NOT** be accompanied by cash.

The Application Form

Section 1 asks you to give information about yourself which will help the Chief Officer to confirm your identity. He has a duty to ensure that information he holds is secure and he must be satisfied that you are who you say you are.

Section 2 should be completed if information is required from the Police National Computer (i.e. convictions/cautions).

Section 3 this is the section to complete if information is required from South Wales Police systems.

Section 4 asks you to provide evidence of your identity by producing documents with your application.

When you have completed the form, return it to your nearest main Police Station in this force area. If you are unable to do so, then send it together with the required document(s) and fee to :-

**The Chief Constable,
Data Protection Office,
Police Headquarters,
Bridgend,
CF31 3SU**

If you require further details or wish to discuss the application process, please contact the Data Protection Office on 01656 303445 or by email at data-protection@south-wales.pnn.police.uk

N.B.

Whilst your proof of identity document and receipt will be returned to you as soon as possible, you should be aware that the result of your application may take up to 40 days from receipt in force of a correctly completed application form (including the fee).

Please note that it is not possible to expedite applications.

This form is available in other languages if required. Please contact the Data Protection Office as above.

[Revised February 2005]

Section 1

About Yourself

The information requested below is to help the Chief Officer, (a) satisfy himself as to your identity and (b) find any data held about you.

PLEASE USE BLOCK CAPITALS

Title (tick appropriate box) **MR** **MRS** **MISS** **MS**

Other title (e.g. Dr, Rev, etc.)

Surname/Family Name

First Name(s)

Maiden/Former Name(s)

Sex (tick box) **Male** **Female**

Date of Birth

Place of Birth

Height

Current Address (**NB** This is where the reply will be sent to)

<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>		Post Code	<input type="text"/>
Telephone*	<input type="text"/>	E-mail*	<input type="text"/>

* Optional – To be used for contact purposes only

If you have lived at the above address for less than 10 years please give your previous addresses for that period below. (Continue on another piece of paper if you need to).

Previous Address(es)

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Section 4

PROOF OF IDENTITY

To help establish your identity, your application must be accompanied by an official document or a combination of official documents which (between them) must confirm **ALL** of the following : your name, current address and date of birth. e.g. Driving Licence, Medical Card, Birth/adoption certificate, Utility bill (gas, electricity, etc.) or Passport.

PHOTOCOPIES ARE NOT ACCEPTABLE (unless as indicated below)

NOTE: Applicants residing overseas may provide certified/notarised copies in lieu of originals. This service is normally provided by Solicitors, Notaries, Justices of the Peace, Embassy Officials.

FAILURE TO PROVIDE ACCEPTABLE PROOF OF IDENTITY WILL DELAY YOUR APPLICATION

DECLARATION

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 by : Date :

Check :

Have you completed all of the sections you need to ? Have you enclosed sufficient identification documentation ?
Have you signed the form ? Have you enclosed the fee ?

More information

These notes are only a guide. The law is set out in the Data Protection Act, 1998 obtainable from H.M.S.O..

Further information and advice may be obtained from :

The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Tel. No. 01625 545700

*Please note that this application for access to information must be made direct to **The South Wales Police** and not the Information Commissioner.*

Official Use Only

Application checked and legible : YES/NO		Identification Document(s) checked : YES/NO	
Details of document(s) :			
<input type="text"/>			
Document(s) returned : YES/NO			
Fee Paid :	<input type="text"/>	Receipt No. :	<input type="text"/>
		Method of Payment :	<input type="text"/>
Date Application Received :		<input type="text"/>	
<i>Officer completing this section</i>			
Rank	<input type="text"/>	Number	<input type="text"/>
		Name (print)	<input type="text"/>
Station	<input type="text"/>		Division <input type="text"/>
Date	<input type="text"/>	Signature	<input type="text"/>
For advice please contact 20681/20621			
<i>Application to be forwarded in accordance with force instructions.</i>			