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## Data Protection Act 1998

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### How to apply for access to information held about you

These notes explain how you can find out what information, if any, is held about you. It is not a requirement to complete this form, however it may make it easier to include all the details needed to locate the information you want.

#### 1 Your Rights

Subject to certain exemptions, you have the 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 as to your identity. He does not give you any information which identifies 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 and send it with your application.

#### 2 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 to exercise your rights under the subject access provisions of the Data Protection Act 1998 will **NOT** provide you with a certificate of this nature.

#### 3 The Chief Officer's Rights

The Chief Officer of Police may deny access to the 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 a crime
  - The apprehension or prosecution of offenders
- and giving you the information would be likely to prejudice any of these purposes.

#### 4 Fee

Payment must be made by cheques or postal order to the value of £10.00 and should be made payable to "Northumbria Police". We do not accept cash payments for this service. Any form submitted with cash payment will be returned.

#### 5 Proof of Identity

**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 4** asks you to provide evidence of you identity by producing copies of documents(s) with your application.

#### 6 Closed Circuit Television (CCTV), Video/Digital Images

Tapes are only retained for a short period, i.e. Motor patrols 7 days, CCTV 28 days.

#### 7 When you have completed this form, send it to:

Disclosure Section, Northumbria Police, 4th Floor Cobalt Business Exchange, Cobalt Business Way  
Newcastle upon Tyne, NE28 9NZ – DO NOT ATTEND THIS ADDRESS

**Section 1 - About yourself**

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

<b>Title:</b> (tick appropriate box)	<b>Mr</b> <input type="checkbox"/>	<b>Mrs</b> <input type="checkbox"/>	<b>Miss</b> <input type="checkbox"/>	<b>Ms</b> <input type="checkbox"/>
<b>Other title:</b> (e.g. Dr., Rev., etc.)				
<b>Surname/family name:</b>				
<b>First name(s):</b>				
<b>Maiden/former name(s):</b>				
<b>Gender:</b> (tick appropriate box)	<b>Male</b> <input type="checkbox"/>	<b>Female</b> <input type="checkbox"/>		
<b>Date of birth:</b>				
<b>Place of birth:</b>	<b>Town:</b>			
	<b>County:</b>			
<b>Height:</b>				
<b>Current Address:</b>				
	<b>Postcode:</b>	<b>Tel No:</b>		
<b>If you reside outside the UK and would like the receipt emailed tick this box</b> <input type="checkbox"/>	<b>Email address:</b>			
<b>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 necessary.</b>				
<b>Previous address(es):</b>				

**Section 2 – This application is for requesting a copy of information held about you on Northumbria Police local systems.**

**To help us find the information:**

Please provide details of the information you require. Include dates and places of incidents, the type of incident, why you think the Police hold information about you and where this might be held. If you cannot remember the exact date, give as much detail as you can below, for example, the month and year or the dates between which the incident occurred.

**Are you:-** (select option)

<b>A person reporting an offence or incident?</b>	<input type="checkbox"/>
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<b>A witness to an offence or incident?</b>	<input type="checkbox"/>
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<b>A person accused of an offence or incident?</b>	<input type="checkbox"/>
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<b>A victim of an offence?</b>	<input type="checkbox"/>
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<b>Requiring CCTV, Video/Digital Images?</b>	<input type="checkbox"/>
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**Other - please explain:**

**Date(s), time and place of incident:**

**Details of incident:**

**Any other information you can provide, e.g. your description if your application is in connection with CCTV:**

**Should the information required relate to your vehicle please supply:**

<b>Make:</b>	<b>Model:</b>	<b>Registration No:</b>
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**Section 3 – If you also require access to information from the Police National Computer (Prosecution/Caution Conviction History) tick this box**

**DO NOT USE THIS FORM TO REQUEST A COPY OF PROSECUTION/CAUTION CONVICTION HISTORY ONLY** – Requests for this data should be made to the Association of Chief Police Officers Criminal Records Office (ACRO) – see [www.acro.police.uk](http://www.acro.police.uk) or telephone 0845 6013999

#### Section 4 - Proof of Identity

**To establish your identity**, this application must be accompanied by a copies of two suitable documents, one bearing your name, including your first name(s), in full, and date of birth, the other to contain your current address. Should your Application be for CCTV then a passport type photograph and physical description are required.

**A copy of the following documents may serve this purpose; medical card, passport, birth/adoption certificate and a driving licence or utility bill dated within the last 6 months.**

#### Section 5 – 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:**

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

#### Is your form complete?

- Have you completed all the sections you need to?
- Have you signed the form?
- Have you enclosed copies of document(s) photograph (if applicable) for identification purposes?
- Have you enclosed the fee?
- **Incomplete applications will be returned**

#### For official use only

<b>Application checked and legible:</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>Fee Paid:</b>	£
<b>Identification documents(s) checked:</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>Receipt number:</b>	
		<b>Method of payment:</b>	
		<b>Date application received:</b>	
<b>Details of documents:</b> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>			
<b>Officer completing this section:</b>			
<b>Rank:</b>		<b>Number:</b>	
		<b>Name:</b>	
<b>Station:</b>		<b>Area Command:</b>	
<b>Date:</b>		<b>Signature:</b>	