



DATA PROTECTION ACT 1998 – SUBJECT ACCESS APPLICATION

How to apply for access to information held on the Police National Computer (PNC)

This form should be used to obtain a copy of your conviction history record. By completing this form you will receive a list of criminal convictions, cautions, juvenile reprimands and final warnings or a letter confirming that no information is held. If you require access to other information that may be held about you on any other police records system please contact the Data Protection Office at your local police force for further assistance or view the data protection pages on their website. This will enable the force to coordinate your request and to ensure that you only pay the maximum £10 fee for the information.

Please Read These Instructions Carefully - Your rights

You have a right to be told whether any information is held about you and a right to a copy of that information, unless certain exemptions apply. This must be provided to you within 40 calendar days. You will be provided with that information only if you have provided satisfactory proof of your identity.

Chief Constable's rights

The provisions of the Data Protection Act mean that in certain circumstances some personal data will not be provided. For example you will not be provided with personal data if releasing it to you would be likely to prejudice a criminal investigation, and we may not provide you with information that identifies other individuals. The information you provide on this form will be used for processing your request and for any other policing purpose.

Requests for information for Employment purposes

ACRO does not provide PNC disclosures for employment vetting services. If you require a disclosure for employment purposes, please contact Disclosure Scotland on: 0800 609 6006 or via their website www.disclosurescotland.co.uk Currently, certain employers, loss adjusters and other organisations exploit the subject access process by requiring individuals to use it to obtain a copy of their criminal convictions (or evidence that there is nothing held) as part of recruitment, insurance claims or emigration processes. This process is contrary to the spirit of Section 7 of the Data Protection Act 1998 which allows individuals to access information held about themselves for their own purposes. This practice will become an offence once section 56 of the Data Protection Act 1998 is enacted.

Applications for the purpose of employment with Children, the Elderly or the Vulnerable should be directed to the Criminal Records Bureau via a registered body.

Requests for Information for immigration purposes

If you need a Visa to travel to **Australia, Canada, New Zealand, South Africa, Belgium or the United States of America** you will need to apply for a Police Certificate. Applications should be made to ACRO by visiting the following website:- www.acpo.police.uk or by calling tel: 0845 60 13 999 (Mon-Fri 8.30-22.00) or acro.policecertificates@acro.pnn.police.uk. If calling from outside the UK, please call +44 1962 871111. If you require a disclosure for immigration to a country other than those listed above you should contact the relevant

Embassy or High Commission for advice regarding whether an ACRO Police Certificate is acceptable.

Third Party Applications

ACRO can only supply your personal data to you. Should you be making an application on behalf of any other person (third party), please ensure you enclose an original letter of authorisation from that individual (the person who the information is about). Please also ensure that this individual has signed the application form and provided their identification documents.

What to do next?

1. Complete **Sections 1, 2 and 3 overleaf.**
2. Include **Proof of Identity.** To help establish your identity this application must be accompanied by photocopies of **two** official documents which between them clearly show your **name, current postal address, date of birth and signature**, for example: birth certificate, driving licence, passport, medical card, bank statement, utility bill, rent agreement. **DO NOT SEND ORIGINAL DOCUMENTS AS THESE WILL NOT BE RETURNED.** It will assist with processing your application if one of the proofs is a photographic identity document such as your passport or driving licence. ACRO reserves the right to request original documentation in some cases. Where ACRO requests original documents, they will be returned by registered post.
3. Include the **Fee.** Payment of the £10 sterling fee can be by UK cheque, UK postal order or Banker's Draft, made payable to **HPA** (which stands for Hampshire Police Authority). **DO NOT SEND CASH THROUGH THE POST.**
4. The completed form, fee and proof of identity should be sent to
ACRO (SAR)
PO Box 662
FAREHAM
PO14 9LQ

Standard postage to UK addresses or airmail is included in the £10 fee. If you wish to use any other method of delivery this must be clearly stated on the application form and the appropriate fee included with your payment.

What happens next?

ACRO will process your request and send a response to the address shown on your application form and confirmed by your proof of identity. If you have not received your response within 40 calendar days please contact ACRO on **tel: 0845 60 13 999** (Mon-Fri 8.30-16.30) or if calling from **outside the UK +44 1962 871111** or by Email subjectaccess@acro.pnn.police.uk

Please Note

Further information about the subject access process is available on the ACRO website at www.acpo.police.uk or by contacting the Data Protection Office of your local police force.

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



ASSOCIATION OF
CHIEF POLICE OFFICERS

Section 1 – About Yourself (tick small boxes [] where appropriate)

Title:	Mr []	Mrs []	Miss []	Other (specify)
Surname / Family Name:				
Forename (s) / Given name(s):				
Previous / Former Name(s): NB. Include any other names you have used or by which you have been known in any country. Include all married names, names prior to and after change by Deed Poll, and name at birth if different from above. Failure to answer this question will delay your application.				
I have not been known by any other name: []				
Date of Birth (dd/mm/yyyy):				
Place of Birth:				
Town:		County:		Country:
Gender: Male [] Female []				
Height:				
Current Address: (this is the address to which all replies will be sent unless you specify below)				
Post code:				
Contact Telephone Number(s):				
E-mail address:				
Previous Addresses: If you have lived at your home address for less than 10 years please give your previous address(es) for this period on the continuation sheet at the end of this form. If your current address is outside the UK please provide your previous UK address(es) in Section 4				
Alternative Postal Address (including post code) Only complete this box if you do not want correspondence to be sent to your current address.				

Section 2 – Purpose of Request

Please give the reason for requesting the information:

(Please note you are not obliged to respond to this question but it will help us to gather statistical information about applications.)

Section 3 – Declaration and Signature

The information I have supplied in this application is correct and I am the person to whom it relates. By signing this form I confirm that I wish to be supplied with information held about my conviction history on the Police National Computer ONLY.

Signature: _____

Date: _____

Included with Form: Fee [] 2 Identity Documents []

Enclosed original signed letter of authority or Power of Attorney if applicable []

Enclosed original signed letter of authority if you require us to speak to another person on your behalf []

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

Section 4 – Previous Address(es) If you have lived at your current address for less than ten years, please list any previous address(es) below:

Former Address 1:	Date from:	To:
Postcode:		

Former Address 2:	Date from:	To:
Postcode:		

Former Address 3:	Date from:	To:
Postcode:		

Former Address 4:	Date from:	To:
Postcode:		

Former Address 5:	Date from:	To:
Postcode:		