

## **Subject Access Process**

An application for your personal data under subject access entitles you access only to data of which you are the subject.

For you to exercise your rights under section 7 of the Data Protection Act 1998, to access information that Hampshire Constabulary holds about you, please apply through one or both of the following processes.

There are two types of Subject Access requests an individual can make:

The first is a **National Subject Access request - ACRO SA1** application form – This application is to be used when you wish to obtain a copy of your conviction history record and confirms that you have a clean record, or any cautions, convictions, warnings or reprimands held on the Police National Computer (PNC).

The front page of the ACRO SA 1 application outlines full instructions regarding how to complete the form and provides details of the fee and identification documents required. Please note the application should be sent to the **Association of Criminal Records Office (ACRO)** who will process your request and will respond to you direct.

The second is a **Local Subject Access request – SA1A** application form (Attached) – This application is to be used when you wish to obtain information you believe is held about you by Hampshire Constabulary on local systems. The request should be for specific information such as crime reports, event chronologies, witness statements or taped interviews etc.

Once Hampshire Constabulary has received the completed SA1A form, fee and identification documents, we will begin collating the information requested by you. Third party data may be redacted out unless we receive informed written consent from them, along with two forms of identification for each.

Each Subject Access SA1A application requires photocopies of two forms of identification, one to show your name and date of birth, the other to show your name and full current address. The different forms of identity which are accepted include: Passport, Birth Certificate, Driving Licence, Medical Card, Utility Bill showing name & address, Bank Statements or any official documentation that confirms your name, address and date of birth. Please only send copies through the post.

There is an administration fee of £10 which must be paid by cheque or postal order made payable to 'Hampshire Police Authority'.

Please be advised that should you wish to complete both an ACRO SA 1 and SA1A request you will be required to send identification documents to *both* ACRO and Hampshire Constabulary with your applications. Please ensure that you have made a note on each of your application forms to confirm that you have submitted both requests. Finally please note that you are only required to pay one £10 administration fee, which will need to be sent to ACRO (cheque or postal order payable to Hampshire Police Authority) with your ACRO SA 1 application.

All responses are sent direct to the applicant at the address provided on the original application form. If the response is to go to a company or other person for receipt then included with the application should be the applicant's written authorisation.

The Subject Access process takes up to forty calendar days from receipt of a fully completed application. If any part of the application is missing, the forty days does not begin until the receipt of the missing part.

If you require any further assistance, please do not hesitate to contact us.

[Data.protection@hampshire.pnn.police.uk](mailto:Data.protection@hampshire.pnn.police.uk)

01962 871541

**IMPORTANT NOTICE FOR PEOPLE  
WHEN APPLYING FOR PERSONAL INFORMATION  
UNDER THE DATA PROTECTION ACT 1998**

The Data Protection Act provides a right in law for individuals to be advised whether, and what, information an organisation is processing about them. In replying to applicants Hampshire Constabulary pay due regard to the exemptions from this general right of access and may decline to provide such information where one or more of the following circumstance apply.

**1. The release of the information could lead to the identification of another individual to whom Hampshire Constabulary have a duty of confidence.**

*Explanatory note: this will often be where the recorded information involves more than one individual, e.g. a crime report identifies both a victim and suspect/offender. The offender will not normally be given personal details of victims and vice versa.*

**2. Information being processed for the prevention or detection of crime or the apprehension or prosecution of offenders.**

*Explanatory note: We will not release intelligence about an individual under these provisions if doing so could undermine Hampshire Constabulary's fight against crime.*

**3. Paper/manual records being processed, these could include investigation files.**

*Explanatory note: Whilst the searching of electronic records can normally be completed using automatic search tools, searching for hand written records cannot and Hampshire Constabulary will often need to be advised where such information is held before they can accept such a request.*

*Even where such paper records can be located if the cost of reviewing and releasing the information would be likely to exceed £450 then it is outside the right of access granted by Parliament.*

It should also be noted that release of personal information under this legislation is limited to information 'relating to the applicant.' ***It does not give a person access to information relating to other individuals.*** Information not relating to the applicant will be edited out.

Information released under this legislation allows individuals to satisfy themselves that where information is being processed about them, it is accurate, it is not excessive and it is not being kept longer than necessary.

It is, therefore, unlikely that this method will be an appropriate way to obtain information about others, nor is it likely to be suitable for individuals considering, or taking, legal action against an individual or organisation. In such circumstances the normal legal channels of discovery are generally more appropriate.

**WHEN REQUESTING INFORMATION IT WILL ASSIST US TO ASSIST YOU IF YOU CAN TELL US WHAT THE INFORMATION YOU ARE SEEKING RELATES TO.**



# Application for access to your personal data held on Hampshire Constabulary Information Systems

Section 7(1)(a) & 7(1)(b)(i) & 7(1)(c)(i) of the Data Protection Act 1998

SA1A 20/12 v2

CQ / ICU /

## Your Subject Access Rights

Subject to certain exemptions, you have a right to be told whether Hampshire Constabulary holds any information about you (your 'personal data') and a right to be provided with a copy of that personal data within a 40 day period.

If you wish to exercise those rights please complete this form carefully and follow the instructions regarding the £10 fee, proof of identity, and ways to return the form to Hampshire Constabulary.

The Data Protection Act means that in certain circumstances Hampshire Constabulary may decide not to provide you with some personal data. For example, we will not provide personal data if we feel releasing it to you would be likely to prejudice policing purposes, and we may not provide you with information that identifies other individuals.

### Fee

If you are not applying to ACRO, this application will cost £10. You are encouraged to pay by cheque as regulations over the handling of cash may delay your application. **Cheques etc. should be made payable to 'Hampshire Police Authority'**. Postal Orders must be UK Postal Orders.

### Proof of identity

Hampshire Constabulary needs to be satisfied that you are who you say you are. Consequently Section 2 asks you to provide evidence of your identity and address by supplying copies of at least two official documents which between them provide sufficient information to prove your name, date of birth, current address and signature.

### Returning this form

The completed form, with appropriate fee, proof of identity, date of birth and address documents should be returned to Hampshire Constabulary using any of the following methods:

At any Hampshire based police station or by post to:

**Data Protection Officer  
Police Headquarters  
West Hill  
Winchester  
Hampshire  
SO22 5DB**

## Section 1. About Yourself *(Please use block capitals and black ink)*

Title (Mr, Mrs, Miss, Ms, Dr, Rev etc.) ..... Surname/Family Name.....

First Name(s).....

Maiden/Former Name(s)..... Gender (Male/Female).....

Date of Birth ..... Place of Birth (Town & County/Country) .....

Height.....

Home Address (include Postcode) .....

This is the address to which all replies will be sent, unless you specify otherwise below .....

Daytime Telephone Number(s)\* Work..... Home .....

Email Address(es)\* Work..... Home .....

*\* Not mandatory, but these will assist us if we need to get back in touch with you to discuss your application.*

Alternative Delivery Address .....

*Only complete this if you wish us to send our reply to an address different to your current address* .....

**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.**

Previous Addresses .....

*If you have lived at the above address(es) for less than ten years please give your previous addresses for that period in the box to the right. Continue on a separate sheet if you need to.*

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**Section 1b. Personal Data Sought**

This application is for requesting a copy of information held about you on Hampshire Constabulary local information systems and paper records (**Do not use this form to request a copy of a criminal conviction history**). To help us find any information that may be held about you, please supply additional details in the box below (and continue on a separate sheet if you need to). *To assist us you are advised to include, where relevant: a description of the information you are looking for; a crime reference or incident number; a description of the circumstances in which you had contact with the Police – for example were you a person reporting an offence or incident, a witness, a victim, a correspondent, an offender etc?; dates and times; and any other information you have that can assist us in finding the information you seek.. If you are requesting photographs or CCTV footage please supply a photograph of your face (e.g. passport photo) to assist identification. Please note a failure to provide such details may result in your application being rejected and returned to you.*

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Tick this box if you are applying also to ACRO. (This is so that we can confirm payment)

**Section 2. Proof of Identity Documents**

To help establish your identity your application must be accompanied by photocopies of at least two different official documents which between them provide sufficient information to prove your name, date of birth, current address & signature. *For example, a combination of driving licence, medical card, birth/adoption certificate, passport, and any other official documents which show those details.*

**Section 3. 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.

Signature ..... Date .....

**Warning – A person who impersonates another or attempts to impersonate another may be guilty of an offence**

Should any advice or guidance be required in completing this application, please contact:  
 The Data Protection Officer, Police Headquarters, West Hill, Winchester, Hampshire, SO22 5DB  
 Tel: 01962 871541 email [information.compliance@hampshire.pnn.police.uk](mailto:information.compliance@hampshire.pnn.police.uk)

<b>To be completed by officer receiving</b>	
Check that the form has been completed and is legible and you are satisfied with the applicants' identity. Then complete the form below accordingly.	
Application checked and legible?..... Yes/No	Date application received complete.....
Identification documents checked?..... Yes/No	Completed by: Rank/Number.....
Identity document(s) detail.....	Name.....
Identity document(s) returned? ..... Yes/No	Stationed at.....
Fee paid £.....	Method of payment.....
Receipt Number.....	Signature.....