



Application for access to your personal Data held by Hampshire Constabulary.

CM / PA /

Your Right of Access

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 month.

If you wish to exercise those rights it will help if you complete this form carefully and follow the instructions regarding proof of identity. It can then be returned to Hampshire Constabulary.

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

Proof of identity:

Hampshire Constabulary needs to be satisfied that you are who you say you are.

Please 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 the appropriate proof of identity should be returned to Hampshire Constabulary using any of the following methods: post or via email:

Public Access Department
Mottisfont Court,
Tower Street,
Winchester
SO23 8ZD

Email: Public.access@hampshire.pnn.police.uk

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

Title: Surname/Family Name:

First Name(s): Gender:

Former Name(s): Date of Birth:

Place of Birth: (Town, County, Country)

Email Address:

Replies will be sent securely by email unless otherwise stated.

Home Address:

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.....Postcode:

Daytime Telephone Number(s)

Alternative Delivery Address

Only complete this section, if you wish us to
send our reply to a different address
to your email or current address.

.....Postcode:

Previous Addresses:

If you have lived at the above address for less than ten years, please give your previous addresses for that period in the box to the right and any other addresses that are relevant to your request.

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Section 1b. Personal Data Sought

This application is for requesting a copy of information held about you by Hampshire Constabulary (**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. If you are requesting telephone calls, please provide the telephone number the calls were made from:***

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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, utility bill, passport, or 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

As required under legislation, our [Privacy Notice provides individuals with a description of how we process personal data \(www.hampshire.police.uk/hyg/fpnhc/privacy-notice/\)](http://www.hampshire.police.uk/hyg/fpnhc/privacy-notice/)

If you wish for us to send a copy of this notice, please contact us.

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: Public Access Office, Mottisfont Court, Tower Street, Winchester, Hampshire SO23 8ZD
Email public.access@hampshire.pnn.police.uk