

NORTH YORKSHIRE POLICE

Data Protection Act 2018 & General Data Protection Regulation

*These notes explain how you can find out what information, if any,
is held about you on Police Computers.*

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 Constable of Police will only give that information if they are satisfied as to your identity. **Please note that you are only entitled to receive information that identifies you and/or has been supplied by you. Information about or supplied by a third party may be excluded, summarised or obscured in accordance with the rights of the third party. Where only part of a document relates to your personal data, only this section will be provided. In addition, information that is not personal to you, is not related to you or is not linked to you will also be omitted or redacted.**

The Chief Constable's Rights

The Chief Constable of Police concerned may deny access to 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 crime

The apprehension or prosecution of offenders

and giving you the information would be likely to prejudice any of these purposes.

Police National Computer (PNC)

If you only require a copy of your conviction history (including cautions) then please contact ACRO directly.

https://www.acro.police.uk/subject_access.aspx Customer Services: +44 (0)2380 479 920

Proof of Identity

Before any information can be provided, North Yorkshire Police needs to be satisfied that you are the person you say you are. Your application must therefore be accompanied by two different official documents, which between them clearly shows your name, date of birth, current address and signature (e.g. passport, driving licence, birth certificate or utility bill). Photocopies are accepted. Please do not send original documents through the post.

Completed forms can be returned to your local police station, or via the post:

Civil Disclosure Unit,
Joint Corporate Legal Services,
North Yorkshire Police Headquarters,
Alverton Court
Crosby Road,
Northallerton,
North Yorkshire,
DL6 1BF.

If you have any queries you can email civildisclosure@northyorkshire.pnn.police.uk Or call the department via 101.

PLEASE NOTE: - The law requires that we reply to you within 1 month of receiving your application.

Requests made for employment purposes

North Yorkshire Police does not provide local information for employment vetting purposes. If you require a disclosure for employment purposes, and you live in England, Scotland or Wales, please contact Disclosure Scotland via their website www.disclosurescotland.co.uk If you live in Northern Ireland please contact AccessNI via their website www.nidirect.gov.uk

If you intend to work as a paid employee or as a volunteer for an organisation in the UK and you will be in contact with children or vulnerable adults please visit the DBS website <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Certain employers and organisations such as recruitment agencies may attempt to 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 or continuing employment processes.

This practice is known as **Prohibition of Requirement to Produce Relevant Records** and is addressed in Part 7, Section 171 of the Act. It is an offence for a current or prospective employer or recruitment agency to require an individual to make a Subject Access request as a condition of employment or for the provision of goods or services. They should instead be using the existing formal criminal records check arrangements operated by the Disclosure and Barring Service, Disclosure Scotland or Access Northern Ireland.

Office of the Police and Crime Commissioner - Subject Access

If you require a copy of information held by the Office of the Police and Crime Commissioner, please follow the web address for further information: <https://www.northyorkshire-pcc.gov.uk/>

How we use your personal data

For more information on how we use your personal data, please see our privacy notice on our website <https://northyorkshire.police.uk/access-to-information/privacy-notice/>

Request for an Independent Review of the Response to your Subject Access Request

If you are not satisfied with the response to your subject access request, you may wish to pursue any of the following routes:

- You may contact the Civil Disclosure Unit to further discuss the detail provided in your response. Their email address is civildisclosure@northyorkshire.pnn.police.uk
- You may contact the Data Protection Officer who, upon request, will conduct an independent review of the response, and will aim to respond to you with an outcome of the review within 30 calendar days. The Data Protection Officer can be contacted by email dataprotectionofficer@northyorkshire.pnn.police.uk
- You may also raise your concern with the Information Commissioner's Office:
 - Helpline: 0303 123 1113 (Their normal opening hours are Monday to Friday between 9am and 5pm)
 - Email: casework@ico.org.uk
 - Postal address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Section 1

ABOUT YOURSELF

The information requested below is to help the Chief Constable to be satisfied of your identity and (b) find any data about you.

PLEASE USE BLOCK LETTERS AND BLACK INK

Title (tick where appropriate)	Mr		Mrs		Miss		Ms	
Other title (e.g. Dr., Rev., etc.)								
Forename(s)								
Surname/Family names								
Maiden/Former names								
Sex (please tick)	Male				Female			
Date of birth							Age	
Place of birth (town)								
Country								
Height								
Home Address								
Postcode								
Telephone Number								
Mobile No.								
Email address								

Telephones numbers and email address will be helpful in case you need to be contacted for any reason.

If you have lived at the above address for less than 10 years, please give your previous addresses for that period below. Please continue on a separate sheet of paper should you need to supply additional information.

Previous Address 1	Previous Address 2

Previous Address 3	Previous Address 4

Section 2

INFORMATION YOU REQUIRE

To help us find any information that may be held about you, please provide the following details:

Were you (tick box):-

<input type="checkbox"/>	A person reporting an offence or incident
<input type="checkbox"/>	A witness to an offence or incident
<input type="checkbox"/>	A victim of an offence
<input type="checkbox"/>	Other – Please explain

Date and time of the incident/crime

Location/address of the incident/crime

Details of incident/crime

To assist in the location and retrieval of information please state exactly what information you require.

(e.g. Crime reports, Statements, incident logs, Photos etc).

Section 3

DECLARATION & SIGNATURE

How would you like your Subject Access disclosure to be delivered?

Please select only one option: Email Post

Email disclosures will be sent to the email address provided in section 1 above.

Please be aware that whilst the email response will be sent from the North Yorkshire Police secure network, unless you have a secure email address the delivery to your personal inbox is an insecure connection via the public internet. North Yorkshire Police cannot accept responsibility for any loss of inappropriate access to the email response once it has left our secure network. By electing to receive disclosures by email you are confirming that you are aware of and accept this risk. It is also the responsibility of the applicant to ensure that the email address submitted is accurate.

Please confirm that you have supplied the following:

Two forms of identification Yes No

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

Date

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

Have you contacted ACRO for a copy of your conviction history? Yes No

Are you being represented by a solicitor? Yes No

If yes, and you would like to have your information sent directly to your solicitor, then please tick the box and enter their address below.

I confirm that you can send my information directly to my solicitor for this Subject Access Request only.

Address

POLICE USE ONLY

THIS SECTION TO BE COMPLETED BY THE PERSON ACCEPTING THE FORM

Application form checked and legible – Yes / No	Date Application Received	
Identification documents checked – Yes / No		
Details of Identity Documents		
Document 1	Document 2	
Officer completing this section		
Rank		Name
Station		Area
Date		Signature