



# Form SA1: Application for access to your personal data held on Cheshire Police information systems

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

### Your Subject Access Rights

Subject to certain exemptions, you have a right to be told whether Cheshire Police hold 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 the way to return the form to Cheshire Police.

Under the Data Protection Act, in certain circumstances, Cheshire Police 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 are not likely to provide you with information that identifies other individuals.

### Fee

Your Subject Access application will cost £10. You are encouraged to pay by cheque or postal order, as Cheshire Police cannot be held responsible for cash sent through the post. Cheques etc. should be made payable to 'Cheshire Police Authority'. Postal Orders must be UK Postal Orders.

### Proof of Identity

Cheshire Police need to be satisfied that you are who you say you are. Consequently, Section 3 asks you to provide evidence of your identity and address, by supplying at least two official documents which between them provide sufficient information to prove your name, date of birth, current address and signature (see notes to assist).

### Returning this form

The completed form, together with appropriate fee and proof of identity should be returned by post to the following address:

**The Data Protection Officer  
Cheshire Constabulary Headquarters  
Clemonds Hey  
Oakmere Road  
Winsford  
Cheshire, CW7 2UA**

## 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 .....

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.*

Previous Addresses  
*If you have lived at your current address 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*

**Section 2. Personal Data Sought**

Tick here if you wish to access your personal data regarding Arrests, Prosecutions, Convictions, Cautions, Reprimands & Warnings. *It includes details of arrested persons, offenders, suspected offenders, cautioned, reprimanded and warned persons awaiting trial held on the Police National Computer (PNC). Not all arrests, prosecutions, convictions, cautions, reprimands and warnings are held on the PNC.*

Tick here if you wish to access your personal data other than the above. 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.*

**Section 3. Proof of Identity Documents**

To help establish your identity, your application must be accompanied by at least two forms of identification. Between them, they should bear a combination of your **name, address, signature and date of birth** (e.g. Driving Licence, Passport, Medical Card, Birth/Adoption Certificate, Bank Statement, or Utility Bill). It is advised that you send photocopies of original documents – **photocopies must be certified by a Police Officer, Justice of the Peace, Solicitor, or person of similar standing.**

**Section 4. Declaration**

The information, which I have supplied in this application, is correct, and I am the person to whom it relates.

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

If you are signing this form on behalf of someone else, state who you are signing for (see note 8 in the attached 'notes to assist')

I am signing on behalf of: .....

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, Cheshire Constabulary Headquarters, Clemonds Hey, Oakmere Road, Winsford, Cheshire, CW7 2UA.  
Telephone 01606 365416, 362384, 364143 or 364113. Email: data.protection@cheshire.pnn.police.uk

**For Office Use Only**

To be completed by the Information Management Unit:

Check that the form has been completed and is legible and you are satisfied with the applicant's 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	Method of payment .....
Fee Paid £.....		Receipt Number .....
Signature .....		

**NOTES TO ASSIST YOU IN COMPLETING THE SUBJECT ACCESS FORM**

1. If you require details of Arrests, Prosecutions, Convictions, Cautions, Reprimands & Warnings, please tick the first box in Section 2 of the application form.
2. If you require information from any other Cheshire Police system, please give details in Section 2, or contact the Information Management Unit on the phone numbers/email address below for more assistance.
3. Your application must be accompanied by at least two forms of identification. Between them, they should bear a combination of your name, address, signature and date of birth (e.g. Driving Licence, Passport, Medical Card, Birth/Adoption Certificate, Bank Statement, or Utility Bill). You are encouraged to send certified photocopies of original documents. **Photocopies must be certified by a Police Officer, Justice of the Peace, Solicitor, or person of similar standing.**
4. UK RESIDENTS ONLY: Please enclose a stamped, self-addressed envelope for us to use when returning your receipt for payment.
5. If you do decide to submit original forms of identification, you must provide a pre-paid, self-addressed, recorded delivery/special delivery envelope to ensure identification documents are returned to you securely. **Cheshire Police will not be held accountable for original documents lost in the post.**
6. List any previous addresses that you have lived at in the last 10 years. If you have any convictions more than 10 years old, please provide any other previous addresses.
7. A fee of £10 sterling must be included with your application. You are encouraged to pay by cheque or postal order, as Cheshire Police cannot be held responsible for cash sent through the post. Cheques and postal orders should be made payable to 'Cheshire Police Authority'; postal orders must be UK postal orders. **Note: We can only accept cheques/money orders drawn in pounds sterling.**
8. Failure to supply any of the above items will delay the processing of your application. The documents you supply as identification documents and a receipt for the fee will be forwarded to your home address within approximately 5 days.
9. If you are applying **on behalf of someone else** you must also enclose a signed letter from that person authorising you to act on their behalf.
10. Forward the completed form with the required documentation to the address shown below. Unfortunately we cannot accept applications by email at this time.
11. In the case of requests for Police National Computer data, replies will be sent from the Criminal Records Office within 40 days of receipt of your application. If you have not received a reply within 40 days, please contact the Information Management Unit within 14 days after the due date, as duplicates cannot be sent after this time. Applications for locally held information will be sent to you by Cheshire Police within 40 days of receipt of your application.
12. The purpose of the Police National computer is to provide a national facility to the Police Service and other law enforcement agencies, in order to assist with the prevention and detection of crime; the apprehension and prosecution of offenders; the protection of life and property, and the maintenance of law and order. Information may be obtained from a variety of sources for example, members of the public, Police Officers or external agencies and may be disclosed to other agencies only in line with their statutory powers, for example the Court Service, the Home Office or the Probation Service. This Constabulary complies with the requirements for the handling and safekeeping of personal information, as outlined within the Data Protection Act 1998.
13. These notes are only a guide. The law is set out in the Data Protection Act obtainable from OPSI (Office of Public Sector Information).

**If you require any further information or assistance please contact:**

Data Protection Officer, Cheshire Police HQ, Clemonds Hey, Oakmere Road, Winsford, Cheshire, CW7 2UA.

Telephone: 01606 365416, 364143, 362384 or 364113

or by email on: [data.protection@cheshire.pnn.police.uk](mailto:data.protection@cheshire.pnn.police.uk)