

c/o PO BOX 481
Fareham
Hampshire
PO14 9FS

Tel: 02380 478922

Email: npcc.foi.request@npfdu.police.uk

11/07/2022

FREEDOM OF INFORMATION REQUEST REFERENCE NUMBER: 230/2022

Thank you for your request for information regarding obtaining records, which has now been considered.

Applicant Question:

I understand that I will need to apply to the HMCTS for a Sealed Court Order to obtain a copy of certain police records.

Is there a Gov Open Source Guidance Sheet, Explaining which Application Document to download and complete.

NPCC Response:

The NPCC does not hold information captured by your request.

The NPCC has a legal obligation to try and advise and assist you further with your request; for more information on the legislation please see Annex A.

In wishing to assist you, outside of the Freedom of Information Act my colleagues confirmed that although ACRO doesn't hold an open source guidance sheet, it does provide information to solicitors and Councils who are seeking International Conviction information from other subjects as it's an ACRO process. I have attached a copy of this information sheet to this response.

Additionally if you would just would like to know your own police records in England you can request via the subject access process.

Kind regards

Fiona Greenlees

NPCC Freedom of Information Officer & Decision Maker

www.npcc.police.uk

COMPLAINT RIGHTS

Internal Review



If you are dissatisfied with the response you have been provided with, in compliance with the Freedom of Information legislation, you can lodge a complaint with NPCC to have the decision reviewed within 20 working days of the date of this response. The handling of your request will be looked at by someone independent of the original decision, and a fresh response provided.

It would be helpful, if requesting a review, for you to articulate in detail the reasons you are not satisfied with this reply.

If you would like to request a review, please write or send an email to NPCC Freedom of Information, c/o PO Box 481, Fareham, Hampshire, PO14 9FS.

If, after lodging a complaint with NPCC, you are still unhappy with the outcome, you may make an application to the Information Commissioner at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Annex A

Legislation – Section 16

- (1) It shall be the duty of a public authority to provide advice and assistance, so far as it would be reasonable to expect the authority to do so, to persons who propose to make, or have made, requests for information to it.