

# Right of Access/ Subject Access Request

Article 15 of UKGDPR and s45 of Data Protection Act 2018



## How to access information held about you by the NPCC

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### Your Rights

You have a right to be told whether any information is held about you by NPCC and a right to a copy of that information, unless certain exemptions apply. This must be provided to you within one month.

NB: You will only be provided with that information if you have provided satisfactory proof of your identity.

### Requests for information not processed by NPCC

NPCC is not obliged to respond to requests for information which it does not hold, nor is it obliged to obtain those data to answer such requests. For more information on data used by the NPCC, please read our privacy statement at [www.npcc.police.uk](http://www.npcc.police.uk). To avoid disappointment, we ask that you ensure that your request is for information held by NPCC only and not one of the following:

- ACRO manage the central record of **conviction and non-conviction outcomes** on the Police National Computer (PNC). For more information on how to access this data, please visit [www.acro.police.uk](http://www.acro.police.uk)
- Each individual Force holds their **local crime and intelligence data** on separate systems. For more information on how to access this data, you will need to apply to a local police force – you can find their websites via [www.police.uk](http://www.police.uk)

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### **This form is designed to help you access your personal data held by the National Police Chiefs' Council (NPCC) in its capacity as a controller of personal data.**

This application is designed to collect the minimum necessary information to ensure that we are able to locate the data you seek and establish your identity as the data subject. You can choose which identity fields you complete, but if we are not satisfied that you are the data subject, we can refuse your request. We require a copy of a two documents to support the information you have provided: a current ID document and a proof of current address. We need to be able to contact you about your application, so we require at least one method of contact, and recommend you provide two.

We ask for additional information because it helps us to locate where within NPCC your information might be held. This reduces delay in answering your request. If you are able to describe the data you seek, or the circumstances in which we collected it, our search time will be greatly reduced.

It is beneficial to provide the reason you seek the data. We may be able to advise a more suitable route for you to obtain the data you seek.

If you do choose to make a specific request, we can reduce the amount of irrelevant data that is not of interest to you. In this way, we can better meet your expectations.

## Exemptions to your right to subject access

The provisions of the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018 mean that in certain circumstances some personal data will not be provided. For example you will not be provided with personal data if releasing it to you would be likely to prejudice a specific criminal investigation or the effectiveness of operational policing.

## Third party data

NPCC will only supply information about you and not about another individual, unless we are able to justify that it is reasonable to release it to you, considering the balance of your right to be informed and potential harm to the rights of others.

If you are helping somebody else to exercise their right to subject access, you will need to provide a signed letter of authority from the person whose data is being requested, in addition to the requirements listed below.

Third parties will need to provide proof of their authority to make a request on behalf of the data subject along with proofs of their own identity (see '**What to do next**' point 2 below). Solicitors representing their clients will be presumed to be acting under authority. We reserve the right to undertake further checks

## What to do next

1. Complete **sections 1, 2, 3, 4, 5 and 6 overleaf**. Fields marked \* are **mandatory**.
2. Include proof of identity.
  - You must provide proof(s) of identity that clearly show your name, date of birth **and** current address. Not all identity documents will include your date of birth and address, so you may need to send us more than one.
  - If you are sending more than one document they must be in separate files. It will assist us with processing your request if at least one proof is a photographic identity document such as your passport or driving licence.
  - **Please do not send original documents as these will not be returned.** NPCC reserves the right to ask for original documentation in cases where identity remains in dispute. Where we asks for original document, they will be returned by registered post.
  - If you are unsure what documents provide suitable proof of identity, please contact the NPFDU Data Protection Advisor.
3. The completed request and proof(s) of identity should be sent by post or email to:  
**Data Protection Advisor**  
**National Police FOI & Data Protection Unit**  
**PO Box 481**  
**FAREHAM**  
**PO14 9FS**  
[npcc.data.protection@npfdu.police.uk](mailto:npcc.data.protection@npfdu.police.uk)

## What happens next?

NPCC will process your request and send a response to your current address or preferred delivery. If you have not received your response after one month please contact the NPCC Data Protection Officer.

## Please note

In order to protect your information, we will not discuss the specific details of the information held about you over the telephone or by email prior to completion of your request. While you may choose to discuss your request, we cannot do so until we have established that you are the data subject in question.

# Right of Access (or Subject Access) Request

The information supplied in connection with this request will be used for the purpose of processing this request and to ensure the accuracy of police systems.

\* = Recommended field

1 Personal information	
1.1 *Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> Other: (specify)
1.2 *ALL forename(s)/given name(s):	
1.3 Surname/Family name:	
1.4 *Have you ever used or been known by any other names?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If you have answered Yes to the question above, please provide a list of all your previous names below, including any previous <b>maiden</b> and <b>married</b> names, names prior to and after change by deed poll, and name at birth if different from the above. Failure to answer this question may delay your request if data we hold is recorded under that name.</p> <p><b>To avoid ambiguity, please provide forenames in <u>Title Case</u> and surnames in <u>UPPER CASE</u> (e.g. John SMITH)</b></p> <p>Previous/former name(s):</p>	
1.5 *Date of birth: (dd/mm/yyyy)	

## 2 Contact details

2.1 *Email address:	
2.2 *Confirmation of email address:	
2.3 *Preferred telephone number: Please make sure that you include local/area and international dialling codes if outside UK.	

### 3 Address history

**3.1 \*Current address:** This is the physical address at which you reside (not a PO Box) and should be shown on your proof(s) of address. If you cannot provide proof(s) of address please contact [npcc.data.protection@npfdu.police.uk](mailto:npcc.data.protection@npfdu.police.uk)

**Postcode:**

**Date from:** (mm/yyyy)

**3.2 Previous addresses:** If you have lived at your current address for less than 10 years please give all your previous address(es) for this period below, including any temporary accommodation. If you have lived outside the UK for over 10 years, please also provide your last UK address. If your request relates to events at a specific home address, we recommend you include that address even if it is over 10 years ago. This will help match your application to the data. If you have more addresses, please add to the 'additional information' page.

**Previous address 1:**

**Date from:** (mm/yyyy)

**Date to:** (mm/yyyy)

**Postcode:**

**Previous address 2:**

**Date from:** (mm/yyyy)

**Date to:** (mm/yyyy)

**Postcode:**

**Previous address 3:**

**Date from:** (mm/yyyy)

**Date to:** (mm/yyyy)

**Postcode:**

## 4 Delivery of your disclosure

### 4.1 \*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 specified above.** The email response will be sent from NPCC's secure network. However, please note that delivery to your personal inbox is insecure via the public internet, unless you have a secure email address. It is your responsibility to ensure that the email address submitted is accurate. NPCC cannot accept responsibility for any loss or inappropriate access to the email response once it has left our secure network and has been sent to the email address you have provided.

**4.2 Alternative postal address:** Only complete this box if you **do not** want correspondence to be sent to your current address.

Postcode:

## 5 Third party nomination

NPCC will not discuss your request with another party or disclose details without your consent. If for any reason you wish to nominate a representative to discuss this request on your behalf, or you should provide their contact details below.

If you are acting on behalf of the data subject, please provide your details and proof of your authority to do so.

5.1 Name of representative/contact:

5.2 Relationship to you:

5.3 Contact telephone number:

5.5 Email address: (UPPER CASE)

5.6 Confirm email: (UPPER CASE)

**6.1 Purpose of your request - Please give the reason for requesting the information:** Please note you are not obliged to respond to this question but it will help us locate your data or advise on more effective routes to data which you may be entitled to, but which may be exempt from disclosure under your subject access rights.

**6.2 Have you been asked by somebody else to provide them with the information you are requesting?**

Yes  No

The NPCC takes lawful use of personal data seriously. You are not obliged to do so, but we would appreciate it if you would provide details below of whoever has asked you to make a request for subject access, and under what circumstances. We may pass these details to the Information Commissioner's Office who may investigate further with a view to prosecuting whoever has asked you.

**6.3 Additional information:** Please use this page to provide any additional information about your request you feel may be relevant. If you believe there is additional information we need to know to identify you and match you to your data, please provide it below.

It will help reduce undue delay if you provide any information you believe will help us locate your data within the controllership of the NPCC. This may include your description of how we have collected or used your data.

The information I have supplied in this request is correct and I am the person to whom it relates. By signing this form I accept the terms and conditions of service and I confirm that I wish to be supplied with information held by the NPCC only.

**7.1 \*Signature:** \_\_\_\_\_

**\*Date:**

**7.2 \*Please check that you have included your identity documents**

Yes  No

**7.3 \*If you are not the data subject, please confirm that a power of attorney document, an original letter of authority signed by the data subject or proof of parental responsibility has been enclosed:**

Yes  No

**7.4 If you are the data subject, but would like us to discuss your request with somebody else, please check you have completed section 5.**

Yes  No  Not applicable

**If you are not the data subject, and do not have permission of the data subject to act on their behalf, please be aware that a person who impersonates or attempts to impersonate another person may be guilty of an offence.**



# Terms and conditions of service

The following notice relates to the subject access service provided by NPCC under UK GDPR and the Data Protection Act 2018. Please read these terms and conditions carefully.

## General:

1. You have a right to be told whether any information is held about you and a right to request a copy of that information.
2. We must provide your information to you within one month from the date that NPCC receives the required documentation to verify your identity to validate your request, unless we have informed you of a legitimate reason for extending or refusing your request.
3. You will be provided with your information only if you have provided satisfactory proof of your identity.
4. The provisions of Data Protection Legislation mean that in certain circumstances we will not provide some personal data. You will not be provided with personal data if:
  - Releasing it to you would be likely to prejudice a criminal investigation
  - It identifies other individuals (third parties).

## Privacy:

For the full NPCC Privacy Notice, visit [www.npcc.police.uk](http://www.npcc.police.uk)

1. The information you provide in your request will be used for processing your request. It may also be used where it is necessary for any other lawful purpose.
2. With regard to further necessary and lawful use, the information supplied within your request and the data to which your request relates may be passed to other law enforcement agencies and government organisations in the interests of law enforcement or other necessary and lawful use.
3. If you impersonate or attempt to impersonate another person you may be guilty of an offence.
4. We will contact you in the event that we require additional documentation, information or clarification, via phone, email or letter.
5. We reserve the right to request original identity documentation. Where we request original documents they will be returned to you by registered post.
6. We reserve the right to request additional information or clarification. We will inform you if failure to provide these data would cause us to cease processing your request.
7. If we request additional documentation and have valid cause to cease processing and the information requested is not provided, your request will be closed until such a time as the information has been provided.
8. Where this service is by an online request form, we will save web cookies on your computer or device to store your data whilst you complete your online requests. The cookies will be deleted automatically when you submit your request or when your session times out.
9. We will securely store your information on our systems for two years.
10. If you opt to receive your disclosure by email it is your responsibility to ensure that the email address submitted is accurate.
11. If you opt to receive your disclosure by post it is your responsibility to ensure the postal address is accurate.
12. We will not accept responsibility for any loss or inappropriate access to disclosures sent by email once they have left our secure network.

## Complaints and disputes:

1. For any complaints regarding this service please contact the NPCC Data Protection Officer at:  
National Police Chiefs' Council, 1<sup>st</sup> Floor, 10 Victoria Street, London SW1H 0HH  
Or email – [DPO@npcc.police.uk](mailto:DPO@npcc.police.uk)
2. If you are not happy with the resolution of your complaint by the NPCC, you can refer the matter to the Information Commissioner's Office (ICO). The ICO's website can be found at [www.ico.org.uk](http://www.ico.org.uk)