

## **DATA PROTECTION ACT 2018 Schedule 2, Part 1(2) SUBJECT ACCESS REQUEST**

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**Please read the following information carefully before completing the application**

**This guidance is for the use and completion of requests for information held by Gwent Police i.e. 'locally held' personal information only.**

This request form is not for use for the following purposes;

1. Applying only for data held on the Police National Computer (PNC).
2. Applying only for a police certificate for the visa or emigration purposes for specific countries.

For guidance and application forms for these purposes please refer to the information on the ACRO website <https://www.acro.police.uk/>

If you require a disclosure for employment purposes, and you live in England, Scotland or Wales, please contact the following for assistance:

England and Wales: Disclosure and Barring Service (DBS) <https://www.gov.uk/request-copy-criminal-record>

Scotland: Disclosure Scotland [www.mygov.scot/disclosure-types/](http://www.mygov.scot/disclosure-types/)

Northern Ireland: AccessNI via their website <https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

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 enforced subject access as covered by Section 184 of the Data Protection Act 2018. It is a criminal 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.

### **Your Subject Access rights (to 'locally held' information)**

You have a right to be told whether any information is held about you and a right to a copy of that information, unless certain exemptions apply. This will be returned one calendar month after receipt of a fully completed form and proof of identity.

You will be provided with that information only if you have provided satisfactory proof of your identity. Information may not have to be provided if someone else can be identified in or from the information. If you think that information might be held about you that may identify or have been provided by another person, you may want to get that person's written agreement to enable the information to be given to you. In addition to their consent, they will also need to provide two proofs of identity.

The legislation allows us to extend the period of compliance by a further two months, or apply a fee where requests are complex or numerous. If this is the case, we will inform you within one month of receipt of your request and explain why the extension/fee is necessary.

## Chief Constable's rights

The provisions of the Data Protection Act 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 criminal investigation, and we may not provide you with information that identifies other individuals. The information you provide on this form will be used for processing your request.

### What to do next

- a. Complete **Sections 1 - 7 overleaf**.
- b. Include **Proof of Identity**. To help establish your identity this application must be accompanied by copies of **two** official documents which between them clearly show your **name, current postal address, date of birth and signature**, for example: birth certificate, driving licence, passport, medical card, bank statement, utility bill, rent agreement. If you have changed your name, please supply relevant documents evidencing the change.

**DO NOT SEND ORIGINAL DOCUMENTS AS THESE WILL NOT BE RETURNED.** It will assist with processing your application if one of the documents is a photographic identity document such as your passport or driving licence.

Gwent Police reserves the right to request original documentation in some cases. Where Gwent Police requests original documents, they will be returned by registered post.

The completed form and proof(s) of identity should be sent to:

**Information Disclosure Unit  
Gwent Police Headquarters  
Turnpike Road  
Croesyceiliog  
Cwmbran  
NP44 2XJ**

### What happens next?

Gwent Police will process your request and send a response to the location shown in section 4.

3. Further information about the subject access process is available on our website at <https://www.gwent.police.uk/en/about-us/your-right-to-information/data-protection>.

### Advice and assistance

Should you require advice and guidance in completing the application or in respect of appropriate identity documents, please contact us via the following:

**Tel: 01495 745442**  
**Email: [dataprotection@gwent.pnn.police.uk](mailto:dataprotection@gwent.pnn.police.uk)**

Due to the Data Protection Act 2018, Gwent Police will be unable to provide you with information contained on police systems over the telephone or by email prior to completion of your request.

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

**Please provide all information in CAPITAL letters. Please note that fields marked \* are mandatory**

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"/> (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 <b>maiden/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 will delay your request. If you run out of space, please supply any additional information on a separate sheet</p> <p>Previous/former name(s):</p>	
1.5 *Date of birth: (dd/mm/yyyy)	
1.6 *Place of birth: Village/town: Country:	
1.7 *Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>

## 2 Contact details – we ask for this in case it is necessary to contact you

2.1 Email address:	
2.2 Daytime telephone number: Please make sure that you include local/area dialling codes.	

### 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 proofs of address.

**Postcode:**

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

**3.2 Previous addresses:** If the information you are requesting refers to previous addresses you have lived at, it will assist our search if you indicate below those addresses

**Previous addresses:**

**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.** Please be aware that whilst the email response will be sent from Gwent Police secure network, unless you have a secure email address the delivery to your personal inbox is an insecure connection via the public internet. Gwent Police cannot accept responsibility for any loss or inappropriate access to the email response once it has left our secure network. It is also the responsibility of the applicant to ensure that the email address submitted is accurate.

**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

Gwent Police 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 you must provide their contact details below. Providing contact details for a third party will be considered as consent. If you are a Power of Attorney for the applicant, please enclose a copy of the Power of Attorney documents with this request.

5.1 \*Name of representative/contact:

5.2 \*Relationship to you:

5.3 Telephone number:

5.4 Email address:

## 6 Information requested

### 6.1 To help find any information that may be held about you, please supply additional details in the box below.

For example: A description of the information you are looking for, A description of the circumstances in which you had contact with the Police – e.g. were you a person reporting an offence or incident; a witness, a victim, a correspondent, an offender etc. Do you have a crime reference or incident number, dates and times or any other information you can provide which may assist us in finding the information you seek.

If you are requesting photographs or CCTV footage please supply a portrait photograph (eg passport photos) to assist identification. Please note failure to provide such details may result in your application being rejected and returned to you.

Crime report

Custody record

Statement

Interview record

Body worn video/Photograph

Other, please specify

### 6.2 Have you been asked by someone to apply for information about any cautions or convictions under subject access and provide them with the response for the purposes of:

- your current job, or
- a job you have been offered, or
- to enter a contract for goods, facilities or services?

**You do not have to answer this question, but if you do it will not affect your request.**

Yes  No

If yes, then whoever has asked you may be committing an offence under Section 177 of the Data Protection Act 2018. You have not committed any offence in submitting your request and your request will be processed.

You are not obliged to do so, but we would appreciate it if you would provide details below of whoever has asked you to apply through 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.

## 7 Declaration & Signature

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 Gwent Police.

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

**\*Date:**

**If the person completing the request form is not the data subject, a Power of Attorney or an original letter of authority signed by the data subject has been enclosed:**

Letter of authority  Lasting or Enduring Power of Attorney

Evidence of parental responsibility  Other (give details):

**If the data subject is completing this form but would like us to discuss the request with somebody else, please complete section 5.**

**A person who impersonates or attempts to impersonate another person may be guilty of an offence.**

### Returning the application form – checklist (Applicant - Please tick the relevant answer)

Have you fully completed all the sections you need to?	
Have you signed the application form?	
Have you enclosed the photocopy identity documents needed, (i) name & date of birth (ii) name & current address	
Have you used the correct value of postal charge on the envelope? UK - Maximum letter size is 240 x 165 x 5 mm, C5 size envelope. Other sizes charged at higher rates	
Send the completed form to: <b>Information Disclosure Unit Gwent Police Headquarters Turnpike Road Croesyceiliog Cwmbran NP44 2XJ</b>	
Should any advice or guidance be required in completing this application, please contact <b>01495 745442</b>	

### How Gwent Police deals with your data.

Please follow the below link to view Gwent Police Fair Processing Statement which outlines how Gwent Police uses the data collected.

<https://www.gwent.police.uk/en/about-us/your-right-to-information/data-protection/>