

CENTRAL SCOTLAND POLICE

DATA PROTECTION ACT 1998

How to Apply for Access to Information held on Police Computers

These notes explain how you can find out what information, if any, is held about you by the Police either on computer, on CCTV or other relevant manual system. If you have difficulty in completing any section of this form you may ask for assistance at your nearest Police Office, or contact the Data Protection Officer (01786456326).

Evidence of Character

Police Forces within the United Kingdom DO NOT issue documents variously described as "certificates of good conduct" or "police clearance certificates". Nor do they provide other evidence of good character. It should therefore be noted that the exercise of your rights under the subject access provisions of the Data Protection Act 1998, will NOT provide you with a certificate of this nature. **IF YOU WISH TO OBTAIN SUCH A CERTIFICATE YOU SHOULD CONTACT DISCLOSURE SCOTLAND TEL. NO. 08706096006**

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 will only give that information if he is satisfied of your identity. He does not have to give you any information if someone else can be identified from it, unless that person agrees. If you think that information might be held about you which may identify another person, you may want to get that person's agreement to you being given information and send it with your application.

The Chief Constable's Rights

The Chief Constable may deny access to information where the Act allows. The main exemptions in relation to information held on Police computers are where the disclosure would be likely to prejudice:-

- the prevention or detection of crime and
- the apprehension or prosecution of offenders.

Fee

You will have to pay a fee of £10.00 which must be in pounds Sterling. Cheques/postal orders should be payable to Central Scotland Police

The Application Form

- | | |
|-----------|---|
| Section 1 | requires information to establish your identity and your right to the information requested |
| Section 2 | asks you to provide evidence of your identity by producing two document with your application, photocopies are acceptable |
| Section 3 | asks you to give as much information as possible to help find the information you want. |
| Section 4 | If you require information from the Scottish Criminal Record Office Computer or Police National Computer |
| Section 5 | Declaration and signature |

These notes are only a guide. The law is set out in the Data Protection Act 1998 obtainable from HMSO. Further information and advice may be obtained from: The Office of the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

SECTION 1

ABOUT YOURSELF

The information requested below is to help the Chief Constable (a) satisfy himself as to your identity and (b) find out any data held about you.

PLEASE USE BLOCK LETTERS AND BLACK INK

Title (tick box)	Mr		Mrs		Miss		Ms	
Other Title (eg. Dr, Rev etc)								
Surname/family name								
First names								
Other/former names/maiden name								
Occupation								
Sex (tick box)	Male		Female					
Date of Birth	Date of Birth							
Place of Birth	Town				Country			

Home Address								
A daytime telephone will be helpful in case you need to be contacted								
	Postcode				Tel No			

If you have lived at the address for less than 5 years please give your previous addresses for that period below or the address at the time of the offence. Continue on another piece of paper if you need to .

Previous address - 1								

Previous address - 2								

It would be helpful to know, for statistical purposes, why you are requesting this information, e.g. immigration, employment etc.
Please indicate _____

SECTION 2

PROOF OF IDENTITY

To help us establish your identity your application should be accompanied by **two** official documents which between them clearly show your name, date of birth and current address.

For example, driving licence, medical card, birth/adoption certificate, passport and any other official document which shows your name and address (Photocopies are acceptable)

SECTION 3

TO HELP US FIND THE INFORMATION

Information you may be able to provide will include dates and places of incidents, the type of incident or why you think the police hold information about you. If you cannot remember the exact date, give as much detail as you can below, for example, the month and year or the dates between which the incident occurred.

If necessary, please continue in the same format on a separate sheet, different categories/incident/involvement.

CATEGORY OF INFORMATION

Were you:-

A person reporting an offence or incident YES NO

A witness to an offence or incident YES NO

A victim of an offence YES NO

A person accused or convicted of an offence YES NO

Others - please explain:

Date(s) and time of incident:

Place incident happened:

Details of incident:

SECTION 4

INFORMATION YOU REQUIRE

If you require information from the **Scottish Criminal Record Office**
(For convictions in Scotland) please tick the box

If you require information from the **Police National Computer**(For Convictions in England and Wales) please tick the box

SECTION 5

DECLARATION

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 by: _____ Date: _____

WARNING: a person who impersonates or attempts to impersonate another commits an offence.

CHECK LIST

- ✓ Have you completed all of the sections you need to?
- ✓ Have you enclosed the appropriate identification documents?
- ✓ Have you signed the form?
- ✓ Have you enclosed the fee?
- ✓ Cheques/postal orders should be made payable to Central Scotland Police.
- ✓ Do not send banknotes or coins by ordinary post.

When you have completed the form take it to a convenient police office in this Force area or, send it together with the required documents and fee to:- The Data Protection Officer, Central Scotland Police, Police Headquarters, Randolphfield, Stirling, FK8 2HD

THIS SECTION FOR OFFICER/MEMBER OF STAFF DEALING WITH THE APPLICATION

Date Received _____ Checked Legible Yes No

Details of Identification Documents

Document Checked Yes Date Returned _____

Total Fee Paid £ _____

Method of Payment _____ Receipt No _____

MEMBER OF STAFF COMPLETING THIS SECTION

Name: _____ Rank:/Position _____ Staff No: _____

Station: _____ LCU: _____

Signature: _____ Date: _____

APPLICATION FORM TO BE FORWARDED TO THE DATA PROTECTION OFFICER IN ACCORDANCE WITH FORCE PROCEDURES FOR PREPARATION OF A REPLY TO THE APPLICANT.

Result of Check Trace/No Trace

Signed..... Date