

OFFICIAL – SENSITIVE - WHEN COMPLETE

SURREY POLICE

DATA PROTECTION ACT 2018

Right of Access – Data Protection Act Section 45



Important Information:

Do not use this form if you require some form of criminal conviction check, you must use form ACRO SAR1 which can be found on - <https://www.acro.police.uk/home.aspx>

Please use this form to request copies of your personal information which may be held by Surrey Police e.g. incident and crime reports. NB It is not intended to assist individuals to obtain discovery of documents that may assist them in litigation or complaints against third parties

If you require information for a legal purpose e.g. civil proceedings or family court then you should apply under Schedule 2 Part 1, details are available on the website, using the link below, or contact the team for more information:

<http://www.surrey.police.uk/About-Us/Your-right-to-information/Data-Protection>

Rights of Access:

Subject to certain exemptions, you have a right to be told whether Surrey Police holds any information about you (your 'personal data') and a right to be provided with a copy of that personal data within a **Calendar Month**. If you wish to exercise those rights please complete this form carefully and follow the instructions regarding proof of identity and ways to return the form to Surrey Police. The Data Protection Act means that in certain circumstances Surrey 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 may not provide you with information that identifies other individuals.

Additional rights are conferred by the DPA 2018 which now provides for the right for information to be rectified, erased or for us to stop processing information which is held by Surrey Police. [ICO Guidance](#). Any queries or applications under these additional rights, need to be made in writing to Information Management either by post to: Information Management, Surrey Police, PO Box 101, Guildford, GU1 9PE or by email informationmanagement@surrey.pnn.police.uk

Proof of Identity:

Surrey Police needs to be satisfied that you are who you say you are and asks you to provide evidence of your identity and address. To help establish your identity this application must be accompanied by **photocopies 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.

Do not send original documents

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Please be advised that Surrey Police will not be held responsible for any identity documents or monies lost in the post.

Section 1 – About yourself:

(Please provide the requested detail or tick box as required)

Title:	Mr		Mrs		Miss		Ms		Other	
Surname/Family name:										
First name(s):										
Maiden/Former name(s):										
Gender:	Male		Female		Intersex					
Date of Birth:										
Place of Birth:	Town:				Country:					
Current Address (This address must appear on your identity documents)	(This is the address to which replies will be sent unless indicated otherwise, please see "Alternative Reply Address")									
Daytime Tel. No(s):	Mobile:				Home:					
					Work:					
Email Address** (optional):										
Confirmation of email address:										
How would you like your Subject Access disclosure to be delivered? Please select one option										
Post					Email					

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Email disclosures for paperwork only will be sent to the email address specified in Section 1. Please be aware that whilst the email response will be sent from a secure network, unless you also have a secure email address, the delivery to your personal inbox is an insecure connection via the public internet. Surrey Police can therefore not accept responsibility for any loss or inappropriate access to the email once sent. It is also the responsibility of the applicant to ensure that the email address listed is accurate and legible.	
Alternative Reply Address:	(Only complete this is if you wish us to send your reply to an address different to your current address).
Previous Address(es): Only provide if you have lived at your current address for LESS than 5 years	

Section 2 – Information you require:

To help us find the information that may be held by Surrey Police, complete the below as fully as possible. Be specific and quote any reference numbers that you may have.

Continue on a separate sheet if necessary.

Please note that Surrey Police will only be able to provide you with information about specific incidents which took place in the Surrey Police force area. Otherwise, you should apply to the Police force which covers the region or area required.

(Provide the date, time and location and any reference numbers you might have and a description of the information you are looking for)

Please note a failure to provide such details may result in your application being rejected and returned to you.

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Section 3 – Section 56 Data Protection Offences:

Please note this section is optional and if you do complete it your application will not be affected.

Have you been asked by someone to apply for the information listed within Section 2 and provide them with the response for the purpose of –

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

Yes (Please indicate as appropriate)	No (Please indicate as appropriate)
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If yes, then whoever has asked you may be committing an offence under **Section 56** of the Data Protection Act 2018. Please note **you have not** committed any offence in submitting your application.

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 then pass these details to the Office of the Information Commissioner who may investigate further with a view to prosecute whoever has asked you.

(Details could include name, company name, circumstances for request)

For more information about the Information Commissioner or Sec 56 details can be found below.

- <https://ico.org.uk/about-the-ico/what-we-do/>
- <https://ico.org.uk/media/for-organisations/documents/1042608/enforced-subject-access56.pdf>

Section 4 – Proof of Identity Documents:

To help establish your identity your application must be accompanied by photocopies of at least **TWO** different official documents which between them provide sufficient information to prove your **name, date of birth, CURRENT address and signature**. For example, a combination of driving licence, medical card, birth/adoption certificate, passport and any other official documents e.g. bank statement or utility bill which show those details

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Section 5 – Declaration and signature: The information which I have supplied in this application is correct and I am the person to whom it relates

Signature.....**Date**.....

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

For Office Use Only:

Application checked and legible? Yes / No Date application received complete

Identification documents checked and attached Yes /No

Completed by FIN and name Signature.....

Returning This Form:

The completed form and supporting documents should be returned to Surrey Police using one of the following methods:

Standard return postage to UK or standard airmail to overseas addresses is included. If however you wish to organise collection of the documentation from Guildford please ensure this is mentioned within the form or separately and this can be arranged.

Post: Information Access Team, Surrey Police, PO BOX 101, Guildford, Surrey, GU19PE

In Person: to any Surrey Police Station (not Headquarters)

Enquiries to the Information Access Team:

Commonly asked questions and there answers can be found on the Surrey Police website:

<http://www.surrey.police.uk/About-Us/Your-right-to-information/Data-Protection>

For further information or to discuss your request please contact the team via the following:

Tel: 01483 630007 or **email:** subjectaccess@surrey.pnn.police.uk

Please keep these notes for your records. These notes are for guidance only.

The law is set out in the Data Protection Act 2018 obtainable from www.legislation.gov.uk/