

## Form SA1: Application for access to your personal data held on South Yorkshire Police information systems

Section 7(1)(a) & 7(1)(b)(i) & 7(1)(c)(i) of the Data Protection Act 1998 (Subject Access)

### Your Subject Access Rights

Subject to certain exemptions, you have a right to be told whether South Yorkshire Police holds any information about you (your 'personal data') and a right to be provided with a copy of that personal data within a 40 day period.

**If you wish to exercise those rights please complete this form carefully and follow the instructions regarding the £10 fee, proof of identity, and ways to return the form to South Yorkshire Police.**

The Data Protection Act means that in certain circumstances South Yorkshire 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.

### Fee

Your Subject Access application will cost £10. You are encouraged to pay by cheque or postal order as regulations over the handling of cash may delay your application. Cheques etc. should be made payable to South Yorkshire Police. Postal/Money Orders must be paid in Pounds Sterling.

### Proof of identity

South Yorkshire Police needs to be satisfied that you are who you say you are. Consequently, you will be asked to provide evidence of your identity and address by supplying copies of at least two official documents which between them provide sufficient information to prove your name, date of birth, current address and signature. (See below).

### Returning this form

The completed form, with appropriate fee, proof of identity, date of birth and address documents should be returned to South Yorkshire Police in the enclosed pre-paid envelope.

### PROOF OF IDENTITY

To help establish your identity your application must be accompanied by copies of two different official documents, which between them provide sufficient information to prove your NAME, DATE OF BIRTH, CURRENT ADDRESS & SIGNATURE. For example, a combination of driving licence, medical card, birth/adoption certificate, passport, and any other official documents which show those details. *PLEASE NOTE – despite the driving licence confirming both your date of birth and address, we still require a two different forms of identification from each applicant.*

Should any advice or guidance be required in completing this application, please contact: The Information Compliance Office, South Yorkshire Police, Professionals Standards Department, Unit 20, Sheffield 35A Business Park, Churchill Way, SHEFFIELD, S35 2PY, Telephone 0114 2921787/2921788 or email [DATAPROTECTION\\_MAIL@southyorks.pnn.police.uk](mailto:DATAPROTECTION_MAIL@southyorks.pnn.police.uk)

### POLICE USE ONLY

**THIS SECTION IS TO BE COMPLETED BY THE PERSON ACCEPTING THE FORM**

South Yorkshire Police Reference No
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Application form checked and legible	Yes/No	Fee Paid	.....
Identification documents checked	Yes/No	Receipt Number	.....
Details of Identity documents		Data Application	.....

Officer completing this section

Rank ..... Number ..... Name .....

Station ..... District .....

Signature .....

**Section 1. About Yourself (Please use block capitals and black ink)**

Title (Mr, Mrs, Miss, Ms, Dr, Rev etc.) ..... First Name(s) .....

Surname/Family Name ..... Maiden/Former Name(s) .....

Gender (Male/Female) ..... Date of Birth .....

Place of Birth (Town & County/Country) ..... Height.....

Home Address (include Postcode). This is the address to which all replies will be sent, unless you specify otherwise below .....

Daytime Telephone Number(s)\* Work ..... Home .....

Email Address(es)\* Work ..... Home .....  
*\* Not mandatory, but these will assist us if we need to get back in touch with you to discuss your application.*

Alternative Delivery Address .....  
*Only complete this if you wish us to send our reply to an address different to your current address. You will need to provide us with Evidence of your connection with this address.*

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.

*Previous Addresses - If you have lived at the above address(es) for less than ten years please give your previous addresses for that period in the box to the right. Continue on a separate sheet if you need to*

[Empty box for previous addresses]

**Section 2. Personal Data Sought**

**Tick here** if you wish to access details of Arrests, Prosecutions, Convictions, Cautions, Reprimands & Warnings. It includes details of arrested persons, offenders, suspected offenders, cautioned, reprimanded and warned persons awaiting trial held on the Police National Computer (PNC). Not all arrests, prosecutions, convictions, cautions, reprimands and warnings are held on the PNC.

Tick here if you wish to access personal data other than the above. To help us find any information that may be held about you, please supply additional details in the box below (and continue on a separate sheet if you need to). To assist us you are advised to include, where relevant: a description of the information you are looking for; a crime reference or incident number; a description of the circumstances in which you had contact with the Police – for example were you a person reporting an offence or incident, a witness, a victim, a correspondent, an offender etc?; dates and times; and any other information you have that can assist us in finding the information you seek. If you are requesting photographs or CCTV footage please supply a photograph of your face (e.g. passport photo) to assist identification. **Please note: a failure to provide such details may result in your application being rejected and returned to you.**

[Empty box for additional details]

**Section 3. 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.

Date ..... Signature .....