



## West Midlands Police

### DATA PROTECTION ACT 1998

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

#### Application for access to your personal data held on West Midlands Police Information Systems.

These notes explain how you can find out what information, if any is held about you.

#### Your Subject Access rights

Subject to certain exemptions, you have a right to be told whether West Midlands 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 £10.00 fee, proof of identity and ways to return the form to West Midlands Police. The Data Protection Act means that in certain circumstances West Midlands 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 £10.00. You are encouraged to pay by cheque or postal order. Cheques etc should be made payable to: '**WEST MIDLANDS POLICE**'. Please note that we do not accept credit or debit cards, the Euro or Overseas Postal Orders (postal orders must be UK postal orders) and we do not recommend the sending of cash by post.

#### Proof of identity

West Midlands Police needs to be satisfied that you are who you say you are. Consequently Section 3 asks you 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**.

#### Returning this form

The completed form, with appropriate fee, proof of identity, date of birth and current address documents should be returned to:

**Data Protection  
West Midlands Police  
PO Box 52  
Colmore Circus Queensway  
Birmingham  
B4 6NQ**

#### We do not accept PERSONAL CALLERS

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

These notes are for guidance only. The law is set out in the Data Protection Act 1998 obtainable from HMSO.

This form **should not** be used to support emigration applications to Australia, Canada, New Zealand or the United States of America. A 'Police Certificate' is required for this purpose and can be obtained from [www.acpo.police.uk/certificates.asp](http://www.acpo.police.uk/certificates.asp) or email [acro.policecertificates@acro.pnn.police.uk](mailto:acro.policecertificates@acro.pnn.police.uk) or contacting ACRO on 0845 601 3999 during normal office hours Monday to Friday.

**SECTION 1. ABOUT YOURSELF**

**(PLEASE USE BLOCK CAPITALS AND BLACK INK)**

Title: Mr  Mrs  Miss  Ms  Other title:

Surname/Family Name:

First name(s):

Maiden/Former Name(s):

Gender: Male  Female

Date of Birth:

Place of Birth: Town: County:

Height:

Current Address:  
(your enclosed Identification must show this address): This is the address to which replies will be sent unless you specify otherwise below

Post Code:

Daytime Tel. No(s): Mobile: Work: Home:

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:  
If you have lived at the above address(es) for less than ten years please give your previous addresses for that period in this section. Please continue on a separate sheet if you need to and attach

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.

**SECTION 2. INFORMATION YOU REQUIRE**

Tick here if you wish to access details of your 'person record' on the Police National Computer (PNC). This may include details including arrests; prosecutions; convictions; reprimands; warnings; firearms; shotgun and explosives certificate holders; and other details.

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 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:

.....  
.....

Any other information you have that can assist us in finding the information you seek:

.....

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

Please note that we will only be able to provide you with information if you live or have lived in the West Midlands Police Force area or the specific incident you require information about took place in the West Midlands Police Force area. Otherwise you should apply to the Police force which covers the region or area concerned.

**SECTION 3. 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 and are no more than 3 months old.*

**SECTION 4. 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.

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

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

**CHECKLIST**

- Have you;**
- (a) Completed ALL sections of this form**
  - (b) Enclosed the CORRECT identification documents (photocopies only)**
  - (c) SIGNED the application form**
  - (d) Enclosed the £10.00 FEE**

Should you require any advice or guidance in completing this application form please contact Data Protection on 0121 626 5417 or 0845 113 5000 ext 7800 2615 or email:

contactus@west-midlands.police.uk

More information can be found on our website:

<http://www.west-midlands.police.uk/foi/data-protection/index.asp>

**For Office Use Only**

Date Application received:        /        /20		Date to ACRO:        /        /20
Application checked and legible?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Method of Payment: <input type="checkbox"/> CHQ <input type="checkbox"/> PO <input type="checkbox"/> NONE
Identification documents checked?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Cash Receipt Number:
Returned application form?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Person Completing:
Returned Cheque?	<input type="checkbox"/> YES <input type="checkbox"/> NO	