



## DATA PROTECTION ACT 1998 SUBJECT ACCESS REQUEST FORM

This form is to be used by individuals who wish to find out what information, if any, the Northern Ireland Policing Board is holding or is processing that relates to them. A guide to assist you in filling in this form is also included.

The information requested below will help the Policing Board satisfy itself as to your identity and find any data held about you. If you are printing the form to complete in ink please ensure all details are legible.

### Section 1 – About Yourself (See note 6 of Guide)

Title (Mr, Mrs, Ms etc)		Date of Birth	
Surname/Family Name			
First Name(s)			
Maiden/Former Surnames			
Telephone Number (Day)*			
Mobile Number*			
E-mail Address*			
Home Address	<hr/> <hr/> <hr/> <hr/>		
Post Code			

The completion of those fields above that include \* (an asterisk) are at the discretion of the Data Subject. However, please note that should we need to contact you the inclusion of these fields may allow us to contact you more quickly thus speeding up the processing of your application.

If you are an ex police officer applying, please complete the additional boxes below in this section.

Service Number	
Date of Leaving	
Rank (on leaving)	

**Section 2 – Proof of Identity** (See note 7 of Guide)

To help establish your identity, you **must** submit a copy of one document from **each** of the following categories with your application:

- (a) **Confirmation of name:**  
Full driving licence\*; passport; birth certificate
- (b) **Confirmation of address:**  
Full driving licence\*; utility bill, bank or credit card statement; or other equivalent/similar official document – but it **must** show your name and address

\* Complete copy of both parts of your full (**not provisional**) driving licence will be sufficient for both categories.

**I am providing the following types of identification:**

(a)		(b)	
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**Section 3 – Helping us to find the information** (See note 8 of Guide)

Please use the space below to provide further details that may help to locate the information sought. For example, specific documents or information that you are seeking; the likely location of the information and the name of the person the Policing Board who may have created or had access to the information; and please specify time periods.

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**Section 4 – Declaration** (See note 9 of Guide)

**Declaration** (to be signed by the applicant)

The information that I have supplied in this application is correct and I am the person to whom it relates.

Signature:		Date:	
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**Warning: Attempting to obtain personal data to which you are not entitled may be an offence under the Data Protection Act.**

**Section 5 - Your Checklist (please tick)** (See note 10 of Guide)

Is your contact information correct?		Have you signed the form?	
Have you enclosed acceptable identification?		Have you completed all the sections?	
Have you enclosed the fee? (see guidance note 4)		Have you provided information to assist us in identifying and finding the information?	

**Section 6 – Northern Ireland Policing Board Checklist** (for Policing Board use only)

Policing Board Reference Number			
Date application received		Application signed	Yes / No
Identification (a) Details		Application completed	Yes / No
Identification (b) Details		ID information provided	Yes / No
Original documents returned		Fee paid	Yes / No (If applicable)
Identification checked		Method of payment (if applicable)	
Counter-signatory checked		Receipt number	
Allocated to		Checked by	

# GUIDE TO MAKING A SUBJECT ACCESS REQUEST

## 1. INTRODUCTION

These notes are intended only as a guide to completing the Northern Ireland Policing Board's Subject Access Request form not as a guide to the Data Protection Act 1998 itself. A copy of the Act is obtainable from "The Stationery Office" at [www.tso.co.uk](http://www.tso.co.uk). Further information and advice is also available from the Data Protection Regulator who is the Information Commissioner – [www.ico.gov.uk](http://www.ico.gov.uk).

For further advice on completing this form, please telephone (028) 90 408592, (028) 90 408528 or e-mail: [dataprotection@nipolicingboard.org.uk](mailto:dataprotection@nipolicingboard.org.uk).

## 2. YOUR RIGHTS

Under the Act, you have (subject to certain exemptions), the right to be told whether the Policing Board as a data controller, is holding or processing any information about you, and if so, to be provided with a copy of that information. The records covered by the Act include all computer records and limited categories of manual records.

## 3. THE NORTHERN IRELAND POLICING BOARD'S RIGHTS

Where an exemption is available under the Act, the Policing Board may not provide you with the information covered by the exemption. The main exemptions that may be applied are where the information relates to the carrying out of our regulatory functions; the prevention or detection of crime, or the apprehension or prosecution of offenders, and where disclosure of the information would be likely to prejudice any of these purposes. Please note that we are not required to tell you whether any exemptions have been applied to any information that we may provide, or whether any information has been withheld or the reason for the withholding of any information.

## 4. PAYMENT

The Act permits organisations to charge up to £10 for responding to Subject Access Requests. However, wherever possible, the Policing Board aims to waive this fee.

If the Policing Board were to receive numerous requests from one individual, it may consider introducing the charge which it is entitled to do. There may be other circumstances when a charge is made, such as:

- The data is difficult to locate or is held in multiple locations
- There are large volumes of data to be supplied
- Consent from several third parties is required

If your request does warrant a fee you will have to send a cheque, postal order or international banker's draft **(in pound's sterling only)**. We do not accept credit cards, debit cards, cash or any other currency. Cheques etc should be made payable to the **Northern Ireland Policing Board**.

If a fee is required but not received, or is not in an acceptable form your request will not be processed. Similarly, cheque payments that fail to clear will also result in your request not being processed. We will contact you in these situations.

## **5. PROCESSING BY THE NORTHERN IRELAND POLICING BOARD**

Subject Access Requests will be processed promptly, but in any event, a response will be made within 40 calendar days as permitted under the Act, from the date that we accept the completed Subject Access Request form, along with your proof of identity and fee (if applicable).

A Request form will not be accepted or processed unless it is completed correctly with all required information being supplied, countersigned, proof of identity provided and the correct fee paid (if applicable).

### **COMPLETING THE APPLICATION FORM**

## **6. SECTION 1 – ABOUT YOURSELF**

Please provide information about yourself that will assist us in finding the information you require. You should complete this section fully and carefully as the information will be used as the basis for our internal searches.

Former police officers are asked for additional information to assist in the timely identification and retrieval of their personal information.

For your protection, any correspondence that we send you will be sent only to the **home address** that you give here.

Where you have submitted the request via your legal representatives, you are still required to complete the form in full and provide proof of identity. Our response will be sent to your legal representative's registered offices.

The information will also help the Policing Board to confirm your identity.

## **7. SECTION 2 - PROOF OF IDENTITY**

The Policing Board has a duty to ensure that the information it processes is secure and will only provide the information relating to you if we are satisfied regarding your identity, i.e. that you are entitled to the information. We, therefore, require you to provide us with reasonable proof of your identity.

Examples of the types of identity documents that we will accept are listed under Section 2. Applications that do not include acceptable identification will not be processed, but we will contact you should this be the case.

The Policing Board does not have to give you any information that might identify any other individual unless that person agrees. If you believe that any information the Policing Board holds about you may identify another person, you may wish to obtain that person's written consent (to you being given his / her information). This should be submitted to us with your request, along with **their** proof of identify (to the same standard as is required for yourself).

## **8. SECTION 3 – HELPING US TO FIND THE INFORMATION**

In order to assist us with our searches, please try to specify the nature of the information that you are seeking and its possible location, if known (e.g. who in the Policing Board was / might be dealing with the information). Guidance from the Office of the Information Commissioner states:

*“Data subjects frequently make open ended requests for access (‘give me a copy of all the data you hold on me’). However, the Act [Section 7(3)] specifies that a Data Controller is not obliged to comply with a request...unless he is supplied with such information as he may reasonably require in order to locate the information which that person seeks. In most cases, an open ended request will **not** satisfy the provision”.*

## **9. SECTION 4 - DECLARATION**

Please sign and date the application. We are unable to accept applications that have not been signed by the person whose details are supplied in section 1 and will not process any application unless it has been signed and dated.

**Warning: Attempting to obtain personal data to which you are entitled may be an offence under the Data Protection Act.**

## **10. SECTION 5 - YOUR CHECKLIST**

This is a brief checklist to ensure that you have completed the form properly.

## **11. SECTION 6 – NORTHERN IRELAND POLICING BOARD CHECKLIST**

This is for Policing Board use only.

## **12. SUBMISSION**

When you have completed the form, please send it together with your proof of identity and fee (if applicable) to:

**Northern Ireland Policing Board  
Compliance Branch  
5<sup>th</sup> Floor, Waterside Tower  
31 Clarendon Road  
Clarendon Dock  
Belfast  
BT 1 3BG**

Forms that are incomplete will be returned; forms that are complete but for which suitable identification and / or fee (if applicable) have not been received will be put on hold until you send us the missing items.