



# Form SA1: Application for access to your personal data held on Dyfed-Powys 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 Dyfed Powys 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 Dyfed-Powys Police.

The Data Protection Act means that in certain circumstances Dyfed-Powys 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 as regulations over the handling of cash may delay your application. Cheques etc. should be made payable to 'Dyfed-Powys Police'. Postal Orders must be UK Postal Orders.

### Proof of Identity

Dyfed-Powys 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 address documents should be sent by post to Dyfed-Powys Police Headquarters, PO Box 99, Llangunnor, Carmarthen, SA31 2PF or to main police stations. Please note that certain police stations have no facility to accept payment of fee.

## SECTION 1. About Yourself (Please use block capitals and black ink)

Title (Mr,Mrs,Miss,Ms,Dr,Rev etc) ..... Surname/Family Name .....

First Name(s): .....

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:-

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.....Post Code.....

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:-

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.....Post Code.....

**The information supplied in connection with this application will be used for the purpose of administering this request 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 address(es) for that period in the box below. Continue on a separate sheet if you need to.

<hr/> <hr/> <hr/> <p style="text-align: center;"><b>Post Code</b></p>	<hr/> <hr/> <hr/> <p style="text-align: center;"><b>Post code</b></p>
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**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 Police National Computer (PNC). Not all arrests, prosecutions, convictions, cautions, reprimands and warnings are held on 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. (Continue on separate sheet if you need to).**

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**Section 3. Proof of Identity Documents**

To help establish your identity application must be accompanied by copies 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 which show these details.

**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.**

**Should any advice or guidance be required in completing this application, please contact:  
Data Protection Office, Dyfed Powys Police HQ, PO Box 99, Llangunno, Carmarthen, SA31 2PF.  
Telephone Number: 0845 330 2000**

**POLICE USE ONLY**

**To be completed by officer receiving:-**

Check that the form has been completed and is legible and you are satisfied with the applicant's identity. Then complete the form below accordingly. Forward form to Data Protection Office at Police Headquarters.

Application checked and legible? .....	Yes/No	Date application received complete .....
Identification documents checked? .....	Yes/No	Completed by: Rank/Number .....
Details of Identity Documents .....		Name .....
.....		Stationed at .....
Identity document(s) returned? .....	Yes/No	
Fee paid £ .....	Receipt Number .....	
Method of payment .....		Signature .....