



## DATA PROTECTION ACT 2018 SUBJECT ACCESS REQUEST

Please read the following information carefully before completing the application.

This guidance is for the use and completion of requests for information held by Dyfed-Powys Police i.e. 'locally held' personal information only.

Please **do not** use this form for the following purposes:

1. Applying only for data held on the Police National Computer (PNC).
2. Applying only for a police certificate for the visa or emigration for specific countries.

For guidance and application forms for these purposes please refer to the information on the ACRO website <https://www.acro.police.uk/>

If you require a disclosure for **employment purposes**, and you live in England, Scotland or Wales, please contact the following for assistance:

- England and Wales: Disclosure and Barring Service (DBS) <https://www.gov.uk/request-copy-criminal-record>
- Disclosure Scotland [www.mygov.scot/disclosure-types/](http://www.mygov.scot/disclosure-types/)
- Northern Ireland: AccessNI via their website <https://www.nidirect.gov.uk/campaigns/accessnicriminal-record-checks>

### Your Subject Access rights (to 'locally held' information)

You have a right to be told whether any information is held about you and a right to a copy of that information, unless certain exemptions apply. This will be returned 1 calendar month after receipt of a fully completed form and proof of identity.

You will be provided with that information only if you have provided satisfactory proof of your identity. Information may not have to be provided if someone else can be identified in or from the information. If you think that information might be held about you that may identify or have been provided by another person, you may want to get that person's written agreement to enable the information to be given to you. In addition to their consent, they will also need to provide two proofs of identity.

The legislation allows us to extend the period of compliance by a further two months where requests are complex or numerous. If this is the case, we will inform you within one month of receipt of your request and explain why the extension is necessary.

### Chief Constable's rights

The provisions of the Data Protection Act mean that in certain circumstances some personal data will not be provided. For example you will not be provided with personal data if releasing it to you would be likely to prejudice a criminal investigation, and we may not provide you with information that identifies other individuals. The information you provide on this form will be used for processing your request and for any other policing purpose.



The process:

What to do next

1. Complete all sections of the application form.
2. Provide Proof of Identity.

To help establish your identity this application must be accompanied **by copies 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.

If you have changed your name, please supply relevant documents evidencing the change.

**DO NOT SEND ORIGINAL DOCUMENTS AS THESE WILL NOT BE RETURNED.**

It will assist with processing your application if one of the documents is a photographic identity document such as your passport or driving licence. Dyfed Powys Police reserves the right to request original documentation in some cases.

Where Dyfed Powys Police requests original documents, they will be returned by registered post. The completed form and proof(s) of identity should be sent to:

Dyfed Powys Police Headquarters  
Data Protection Department  
PO Box 99  
Llangunnor  
Carmarthen  
Carmarthenshire  
SA31 2PF

Once a valid application is received:

Dyfed Powys Police will process your request and send a response to the address shown in section 3.

Due to the Data Protection Act 2018, Dyfed Powys Police will be unable to provide you with information contained on police systems over the telephone or by email prior to completion of your request.

The law is stated within the Data Protection Act. Further information may be obtained from:

Information Commissioner  
Wycliffe House  
Water Lane Wilmslow  
SK9 5AF  
Telephone: 0303 123 1113  
[www.ico.org.uk](http://www.ico.org.uk)

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.

Please note fields marked with a \* are mandatory.

Personal Information	
1.1 Title*	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/> Please specify .....
1.2 All forenames / given names*	
1.3 All surnames / family names*	
1.4 Have you ever used or been known as other names*	Yes <input type="checkbox"/> see below No <input type="checkbox"/>
If you have answered <b>Yes</b> to the question above, please provide a list of all your previous names*: Failure to answer this question will delay your request. If you run out of space, please supply any additional information on a separate sheet. Please provide surnames in UPPER CASE.	Previous/former name(s):
1.5 Date of Birth * (DD/MM/YY)	
1.6 Place of Birth*	
1.7 Gender*	Male <input type="checkbox"/> Female <input type="checkbox"/>

Contact details – in case we need to discuss your application	
2.1 Daytime Telephone number	
2.2 Email address	

Address History	
3.1 *Current address: This is the physical address at which you reside (not a PO Box) and should be shown on the identification provided:	
Date from – to	

Previous Address History – If the information you are requesting refers to a previous address:		
3.2 Previous addresses:	Date from:	Date to:

**4. Delivery of your response:**

Dyfed Powys Police are currently only able to send your response via Royal Mail Special Delivery. We will automatically send your response to your current address as detailed above on 3.1 Unless you provide an alternative address below:

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**5. Third party nomination**

If you are happy for Dyfed Powys Police to discuss your application with a third party, please provide their details below:

Name or representative/contact*	
Relationship to you*	
Contact number	
Email address	

**Information request:**

6.1 To assist Dyfed Powys Police identify information that may be held about you please supply additional details in the boxes below if known:

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**Declaration**

The information I have supplied in this request is correct and I am the person to whom it relates. By signing this form I accept the terms and conditions of service and I confirm that I wish to be supplied with information held by Dyfed Powys Police.

7.1 Signature\*: \_\_\_\_\_

\*Date: \_\_\_\_\_

If the person completing the request form is not the data subject, a Power of Attorney or an original letter of authority signed by the data subject has been enclosed:

- Letter of authority Lasting
- Enduring Power of Attorney
- Evidence of parental responsibility
- Other (give details):

If the data subject is completing this form but would like us to discuss the request with somebody else, please complete section 5.

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

Returning the application form – checklist (Please tick the relevant answer)

Are all the relevant sections and mandated fields complete?	
Have you signed the application form?	
Have you enclosed the photocopied identity documents needed; (i) name & date of birth (ii) name & current address	
Send the completed application form to:  Dyfed Powys Police Headquarters Data Protection Department PO Box 99 Llangunnor Carmarthen Carmarthenshire SA31 2PF  Or <a href="mailto:dataprotection@dyfed-powys.pnn.police.uk">dataprotection@dyfed-powys.pnn.police.uk</a>	