



DATA PROTECTION ACT 2018 – SUBJECT ACCESS REQUEST

To request information about myself, other than my criminal conviction history for my own personal interest

Please read the following information carefully before completing the application

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

This request form is **NOT** to be for used for the following purposes:

- To request a copy of your criminal record and information held on the Police National Computer (PNC).

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

- To request a police certificate for visa or emigration purposes

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

- Applying for information for Legal Aid

For information on legal aid applications please visit: <https://www.gov.uk/legal-aid/domestic-abuse-or-violence>

- If you require disclosure for employment purposes/criminal convictions check or you're your work will bring you into contact with children or vulnerable adults you may have to complete a Disclosure and Barring Service (DBS) basic check

Please visit: <https://www.gov.uk/request-copy-criminal-record>

Please note: It's against the law for an employer, or potential employer, to ask you to perform a right of access request as part of a vetting process.

- To request information for family court proceedings

Please visit: <https://www.gov.uk/looking-after-children-divorce>

- To request information under Sarah's Law – Please follow the below link to our online application form

Please visit <https://www.west-midlands.police.uk/your-options/sarahs-law>

- To request information under Claire's Law – Please follow the below link to our online application form

<https://west-midlands.police.uk/your-options/clares-law-domestic-violence-disclosure-scheme>

- To request information in relation to **insurance claims** your insurance company or their loss adjusters should apply to us directly in order to request this information. They should be fully aware of this process, as we are required to adhere to an information sharing agreement – the ACPO ABI Memorandum of Understanding. **Please contact your insurance company directly.**
- To request information in relation to Civil/Court proceedings please apply in writing to:

ls_ciu_general@west-midlands.pnn.police.uk

- For guidance on requesting information in relation to a Road Traffic Collision (RTC)

Please visit our website: <https://west-midlands.police.uk/your-options/road-traffic-collision>

- If you are a **third party** (i.e.: landlord, council, registered or health Organisation) requesting information on an individual without their permission, please refer to your own information sharing agreements/processes in place. Alternatively to be directed to the correct department to process your request please visit: <https://www.west-midlands.police.uk/>

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 in a legible format, unless certain exemptions apply. This will be returned one calendar month after receipt of a fully completed form enclosing appropriate proof of identity.

You will be provided with that information only if you have provided satisfactory proof of your identity. Information may be withheld if someone else can be identified in or from the information – this is known as third party information. If you think that information might be held about you that may identify someone else 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, or there is an on-going investigation by the Professional Standards Department. Information identifying other individuals may also be withheld. Other exemptions may also apply where information is held for the prevention and detection of crime, including intelligence and VISOR information.

The information you provide on this form will be used for processing your request.

How to apply:

- a. Complete below **WA162 Subject Access Request (SAR) form**.
- b. Include **Proof of Identity**.

To help establish your identity this application must be accompanied by copies of **two** official documents. One of these documents must have your signature on, such as a UK driving licence or passport.

Examples of documents you could provide are:

- Passport
- Driving licence
- Identity card
- Bank statement/Utility bill (issued in the last 6 months)

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

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

West Midlands Police reserves the right to request original documentation in some cases. Where West Midlands Police requests original documents, they will be returned by registered post.

- c. Once complete, you can either **post the form and copies of ID documents** to the address below or **send via email** to: B_DATAPROTECTION@west-midlands.pnn.police.uk

Civil Disclosure Unit, Lloyd House, Colmore Circus Queensway, B4 6NQ

Should you require any advice or guidance in completing this application, please contact us by **calling: 101** followed by either extensions: **801 5845; 801 1044; 801 1782; 801 1038** between the hours of 08:00 – 16:00 Monday to Friday.

- d. We will send an acknowledgement accepting your request providing you with a CYC reference number, investigate and respond. In accordance with the [Data Protection Act 2018](#), once you've submitted your request we will respond within one calendar month.

Further information about the subject access process is available on our website at: <https://www.west-midlands.police.uk/about-us/privacy-notice/individuals-rights>

Along with the Information Commissioners Office (ICO)
<https://ico.org.uk/your-data-matters/crime>



Information Management

WA162a
Subject Access Request

If completing the form electronically, you must print the form and add a handwritten signature.

If completing the form by hand, please use black ink and block capitals, making sure you include your signature.

Failure to do these things will result in delays in processing your application.

Please note that fields marked * are mandatory

Section 1 – Personal Information	
1.1*	Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> specify _____
1.2*	ALL forenames/given names: _____
1.3*	Surname/Family name: _____
1.4*	Have you ever used or been known by any other names? Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered Yes to the question above, please provide a list of all your previous names below, including maiden/married names, names prior to and after change by deed poll, and name at birth if different from the above. Failure to answer this question will delay your request. Previous/former name(s): _____	
1.5*	Date of birth: (DD/MM/YYYY) _____
1.6*	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
1.7*	Current address: This is the physical address at which you reside (not a PO Box) and should be shown on your proofs of address. _____ Postcode: _____ Dates from: (MM/YYYY) _____
1.8	Email address: _____
1.9	Daytime telephone number: Include area dialling code _____

Section 2 – Delivery of your disclosure

2.1*	<p>How would you like your subject access disclosure to be delivered? SELECT ONE</p> <p>Email <input type="checkbox"/> Post <input type="checkbox"/></p> <p>Email disclosures will be sent to the email address you provide in section 1.8.</p> <p>The email response will be sent from West Midlands Police secure network, Unless you have a secure email address, the delivery to your personal inbox is an insecure connection via the public internet. West Midlands Police cannot accept responsibility for any loss or inappropriate access to the email response once it has left our secure network. It is the responsibility of the applicant to ensure that the email address submitted is accurate.</p>
2.2	<p>Alternative postal address: Only complete this box if you DO NOT want correspondence to be sent to your current address.</p> <hr/> <p>Postcode:</p>

Section 3 – Information Requested

<p>To help find any information that may be held about you, please supply as much information that you can.</p> <p>Failure to provide sufficient information may limit our ability to locate data relevant to your submission and it may result in a determination that your request is excessive. To prevent delays you are advised to provide as much information related to your request as possible. You may be contacted for further details or to clarify the scope of your request.</p> <p>Failure to provide such details may result in your application being rejected and returned to you.</p> <p>The following bullet points are a non-exhaustive list of things you may be able to obtain through your Subject Access Request:</p> <ul style="list-style-type: none"> • Summary of Crime report – victim only • Custody record – Suspect/Offender only • Statement – Own statement only • Interview record – Interviewee only 	
3.1*	<p>Were you a:</p> <p>Victim <input type="checkbox"/> Suspect <input type="checkbox"/> Witness <input type="checkbox"/> Complainant <input type="checkbox"/> Other <input type="checkbox"/> (specify)</p>

Section 5 – Third Party Nomination

Only complete this section if you are asking someone to deal with the application on your behalf

West Midlands Police will not discuss your request with another party or disclose details without your consent. If for any reason you wish to nominate a representative to discuss this request on your behalf you must provide their contact details below. Providing contact details for a third party will be considered as consent for your information to be disclosed to the third party.

A signed letter of authority with specific permissions to obtain the data subject's personal data **must be included** with any request submitted by a nominated representative. There is also a requirement to ensure the identity documents provided include the data subject's signature as shown on the letter of authority

If you hold Power of Attorney for the applicant, please enclose a copy of the Power of Attorney documents with this request.

5.1	Name of representative/contact:	
5.2	Relationship to you: (E.g. legal representative, parent/guardian)	
5.3	Telephone number:	
5.4	Email address:	
5.5	Organisation Details If you are representing the data subject in a professional capacity please provide details of your organisation	
5.6	<p>If the person completing the request form is <u>not</u> the data subject, enclosed is:</p> <p><input type="checkbox"/> A signed Letter of authority from the data subject to West Midlands Police, instructing West Midlands Police to correspond with the nominated third party on their behalf.</p> <p>Copies of the data subject's identity documents should be enclosed, as well as the nominated third party's identity documents.</p> <p><input type="checkbox"/> A lasting or Enduring Power of Attorney</p> <p><input type="checkbox"/> Evidence of parental responsibility</p> <p><input type="checkbox"/> Other (give details):</p>	

If you are a parent/guardian of a child who is subject to this enquiry and **they are 13 years old or over their consent is also required**

***Signature:** _____

***Date:** _____

Warning - a person who impersonates or attempts to impersonate another person may be guilty of criminal offence.