



DATA PROTECTION ACT 2018 SUBJECT ACCESS APPLICATION

Please read the following information carefully before completing the application

This guidance is for the use and completion of applications for information held by the Office of the Police and Crime Commissioner North Wales.

If you wish to request information that may be held by **North Wales Police** you must contact them by emailing dataprotectionenqs@nthwales.pnn.police.uk or telephone 01492 805125.

Your Rights of Access (to 'locally held' information – Subject Access)

Subject to certain exemptions you have a right to be told whether the Office of the Police and Crime Commissioner North Wales holds any information about you ("your personal data") and a right to be provided with a copy of that personal data within one calendar month of a legitimate request and proof of identity.

If you wish to exercise those rights please complete this form carefully and follow the instructions regarding proof of identity.

The Data Protection Act means that in certain circumstances the Office of the Police and Crime Commissioner North Wales 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

You will not be charged for this request, however if you require further copies of the information provided you may be charged a reasonable administration fee.

Returning this form

Once completed, please send the form and appropriate identification to:

Email: OPCC@nthwales.pnn.police.uk (Please note any email you send to us will not be secure in transit)

or

Post: Data Protection Officer
Office of the Police and Crime Commissioner
Police Headquarters
Glan-y-Don
Abergele Road
Colwyn Bay LL29 8AW

Should any advice or guidance be required in completing this application, please contact us on 01492 805486.

**REQUEST FOR YOUR PERSONAL DATA HELD BY THE OFFICE OF THE POLICE AND CRIME COMMISSIONER
NORTH WALES**

Section 1. Personal Information			
Title(Mr, Mrs, Miss, Ms, Dr, Rev etc):		Surname/Family Name:	
First Name(s):			
Maiden/Former Name(s):		Gender:	
Date of birth:		Place of Birth:	
Current Address (including Postcode):			
Telephone Number(s): Landline		Mobile:	
Email Address:			
Previous Addresses(1):			
Previous Addresses(2):			

Section 2. Personal Data Sought
<p>To help us find the information that may be held about you, please supply as much detail as possible about the information you require and specify exactly what information you are requesting. Please include where available dates and times; and 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.</p>

Section 3. Delivery of disclosure			
Response Method:	Email <input type="checkbox"/>	Post <input type="checkbox"/>	Collection <input type="checkbox"/>
<p>Please note that that where an email response is requested, it will be sent to the email address you have specified. Please ensure it is accurate.</p> <p>In order to ensure the security of the information enclosed, you will be requested to set up a password which will be followed by the information in an encrypted PDF. You will need to have Adobe Acrobat on your device and follow the instructions contained in the email.</p>			
Alternative postal address: <i>If you do not want the correspondence sent to your current address</i>			
Collection: <i>The correspondence can be collected from Police Headquarters by making a prior appointment.</i>			

Section 4. Proof of Identity Documents

To help establish your identity, your application must be accompanied by at least **two** different official forms of identification. Between them, they should bear a combination of your **name, address, signature and date of birth** (e.g. Driving Licence, Passport, Medical Card, Birth/Adoption Certificate, Bank Statement, or Utility Bill). **Please do not send original documents as we cannot accept responsibility for their secure storage or return.**

Section 5. Declaration

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

Warning: A person who impersonates another or attempts to impersonate may be guilty of an offences.

Signature:

Date:

CHECKLIST

Have you fully completed all the sections you need to?

Have you specified the exact information required?

Have you enclosed the copies of identity documents?

Contact Details

Once completed, please send form and appropriate identification to:

Email: OPCC@nthwales.pnn.police.uk (Please note any email you send to us will not be secure in transit)

or

Post: Data Protection Officer
Office of the Police and Crime Commissioner
Police Headquarters
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For Office Use Only (Check that the form has been completed and is legible and you are satisfied with the applicant's identity)	
Date application received	
Application Checked and Legible?	Yes / No
Identification Documents Checked?	Yes / No
Identity document 1	
Identity document 2	
Identity document(s) returned	Yes / No
Name:	
Staff Number:	
Date Request completed:	
Comments:	
Retention period:	