



DATA PROTECTION ACT 2018 – SUBJECT ACCESS REQUEST

Please read the following information carefully before completing the application for access to information held locally by South Yorkshire Police

This request form is **not** for use 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 purposes 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/>

3. Applying for information for the purposes of or in connection with Court or Legal proceedings, including prospective Legal proceedings. If you require information for Court or Legal proceedings please contact Legal Services, at Carbrook House, 5 Carbrook Hall Road, Sheffield, S9 2EH.

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>;

Scotland: Disclosure Scotland www.mygov.scot/disclosure-types/;

Northern Ireland: Access NI via their website <https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>.

Note: Certain employers and organisations such as recruitment agencies may attempt to exploit the subject access process by requiring individuals to use it to obtain a copy of their criminal convictions (or evidence that there is nothing held) as part of recruitment or continuing employment processes. This practice is known as enforced subject access as covered by Section 184 of the Data Protection Act 2018.

It is a criminal offence for a current or prospective employer or recruitment agency to require an individual to make a subject access request as a condition of employment or for the provision of goods or services. They should instead be using the existing formal criminal records check arrangements operated by the Disclosure and Barring Service, Disclosure Scotland or Access Northern Ireland.

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

You have a right to be told whether South Yorkshire Police is processing information about you and a right to a copy of that information, unless certain exemptions apply.

You can expect a response to be provided to you within one calendar month following receipt of the completed form and satisfactory proof of your identity.

You will be entitled to your information only and not to information relating to or which can identify another person. If you think that information might be held about you that may identify or have been provided by another person, you may want to obtain their written consent to enable the information to be provided to you. They will also need to provide satisfactory proof of identity.

The legislation allows us to extend the response period 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. In some cases we may not provide you with information that identifies other individuals unless we feel it is reasonable to do so.

What you need to do next

1 - Complete **Sections 1 - 7 overleaf**. The information you provide on this form will be used for processing your request and to ensure the accuracy of Police systems.

2 - Include **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.

South Yorkshire Police reserves the right to request original documentation in some cases. Where original documents are requested, they will be returned by registered post.

3 - Send the completed form and proof(s) of identity to:

Information Compliance Unit
South Yorkshire Police
Unit 20, Sheffield 35a Business Park
Churchill Way
Sheffield
S35 2PY

Or Email:

Subjectaccess@southyorks.pnn.police.uk

What South Yorkshire Police will do next

On receipt of the completed form and satisfactory proof of your identity, South Yorkshire Police will search for the information you have requested and respond to you at the address shown in Section 4 within one calendar month.

Further information about the subject access process is available on the website at www.southyorkshire.police.uk or by contacting the Information Compliance team on **0114 2921787**.

Note: South Yorkshire 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.