



Form DAT1: Application for Access to your Personal Data held on Police Service of Northern Ireland Information Systems

Section 7(1)(a) & (b)(i) & (c)(i) of the Data Protection Act 1998 (Subject Access)

YOUR RIGHTS

Subject to certain exemptions, you have a right to be told whether any information is held about you and a right to a copy of that information. The Chief Constable of Police will only give that information if he/she is satisfied as to your identity. He/she may not have to give you any information if someone else can be identified from it unless that person agrees. If you think that information might be held about you which may identify, or have been provided by another person, you may want to get that person's agreement to enable the information to be given to you, and send it with your application.

EVIDENCE OF CHARACTER

This application will NOT provide you with a 'Certificate of Good Conduct' or 'Police Clearance Certificate'. No organisation or agency in the UK is authorised to issue such a certificate.

THE CHIEF CONSTABLE'S RIGHTS

The Chief Constable of Police concerned may deny access to information where the act allows. The main exemptions in relation to information held by the police are where the information is held for:
The prevention or detection of crime;
The apprehension or prosecution of offenders
and giving you the information would be likely to prejudice any of these purposes.

FEE

Payment must be in pounds sterling to the value of £10. You are encouraged to pay by cheque, as regulations over the

handling of cash are likely to delay your application. Cheques etc should be made payable to Police Service of Northern Ireland.

PROOF OF IDENTITY

Section 1 asks you to give information about yourself that will help the Chief Constable to confirm your identity. He has a duty to ensure that information he holds is secure and he must be satisfied that you are who you say you are. Section 3 asks you to provide evidence of your identity by producing documents with your application. Photocopies are acceptable.

RETURNING THIS FORM

The completed form, with appropriate fee, proof of identity and countersignature should be returned to Access to Information Unit using any of the following methods:
By post to:
Access to Information Unit
Police Headquarters, 65 Knock Road
Belfast BT5 6LE
or
Deliver by hand to any police station.

The information supplied in connection with this application will be used for the purpose of administering this request and for any other policing purpose.

PLEASE NOTE: The law requires that we reply to you within 40 days of receiving your application.

1. About Yourself (please use block capitals and black pen)

Title (Mr, Mrs, Miss, Ms, Dr, Revd etc) _____ Surname/Family Name _____

First Name(s) _____

Maiden/Former Name(s) _____ Gender (Male/Female) _____

Date of Birth _____ Place of Birth (Town and County/Country) _____

Height _____ Your vehicle make/model and registration _____
(if your enquiry relates to your vehicle)

Current Address (include Postcode) _____
This is the address to which all replies will be sent, unless you specify otherwise _____

Daytime Telephone Number(s) Work _____ Home _____

Email Address(es) Work _____ Home _____

NOT PROTECTIVELY MARKED

Appendices

If you have lived at the above address for less than ten years, please give your previous addresses for that period in the box to the right. Continue on a separate sheet if you need to.

2. Personal Data Sought

The police in Northern Ireland hold information relating to prosecution/conviction/caution history. If you require access to this type of information please indicate by ticking the box.

I require access to prosecution/conviction/caution history **Yes** **No**

Section 2A should only be requested if you have resided in England, Scotland and Wales outside Northern Ireland.

2A. The Police National Computer holds information relating to prosecution/conviction/caution history. If you require access to this type of information please indicate by ticking the box.

I require access to prosecution/conviction/caution history **Yes** **No**

2B. Tick here if you wish to access personal data other than the above and, in the box below provide details of the personal data you seek. It may be helpful to explain why you believe the police may possess your personal data, what that personal data relates to, and to describe 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 or a correspondent? Please provide dates and times where relevant and any other information you have that can assist us in finding the information you seek. Continue on a separate sheet as necessary.

NOT PROTECTIVELY MARKED

3. Proof of Identity

To help establish your identity, your application must be accompanied by copies of at least two official documents, which between them, clearly show your name, date of birth and current address.

For example, driving licence, medical card, birth/adoption certificate, passport and any other official document which shows your name and address.

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:
The Access to Information Unit, PSNI Headquarters, Tel No. 028 9056 1616.

To be completed by officer receiving.

Check that the form has been completed and is legible and you are happy with the applicant's identity. Then complete the form below accordingly. If a cheque or postal order is used for payment, forward the cheque and form to the PSNI. If payment is made using cash, this should be handled in accordance with standard procedures.

Details of identity document(s)

1.	
2.	

Identity document(s) checked? **Yes** **No**

Type of document(s)

Driving Licence	<input type="checkbox"/>	Passport	<input type="checkbox"/>	Medical Card	<input type="checkbox"/>
Birth Certificate	<input type="checkbox"/>	Marriage Certificate	<input type="checkbox"/>	Other (specify)	_____

Cheque Cash Postal Order

Receipt Number Issued

Date received

Date to N.I.S.

NOT PROTECTIVELY MARKED