



Form 133/1: Application for Access to your Personal Data held on Gwent Police Information Systems.

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

YOUR RIGHTS

Subject to certain exemptions you have a right to be told whether Gwent Police holds any information about you (your 'personal data') and a right to be provided with a copy of that personal data within a 40 day period.

If you wish to exercise those rights please complete this form carefully and follow the instructions regarding the £10 fee, proof of identity, and ways to return the form to Gwent Police.

The Data Protection Act means that in certain circumstances Gwent Police 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

Your Subject Access application will cost £10 (Sterling). You are encouraged to pay by cheque as regulations over the handling of cash may delay your application. Cheques etc. should be made payable to Gwent Police. Postal Orders must be UK Postal Orders or Money Orders.

PROOF OF IDENTITY

Gwent Police needs to be satisfied that you are who you say you are. Consequently Section 3 asks you to provide evidence of your identity and address by supplying at least two different official documents which between them provide sufficient information to prove your name, date of birth, current address and signature.

RETURNING THIS FORM

The completed form, with appropriate fee, proof of identity, date of birth and address documents should be returned to Gwent Police by Post to :

Data Protection Officer
Block A
Caerleon House
Mamhilad Park Estate
Pontypool
Torfaen
NP4 OXF

Or
Some designated stations will accept this form between 9.00am and 5pm weekdays only.

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

Title (Mr, Mrs, Ms, Dr, Rev etc.) Surname/Family Name

First Name(s)

Maiden/Former Name(s) Height Gender (Male or Female)

Date of Birth Place of Birth
(Town & County/Country).....

Home Address (including Postcode)
This is the address to which all replies will be sent, unless you specify otherwise below

Daytime Telephone Number(s)* Work..... Home.....

Email Address(es)* Work.....

Email Address(es)* Home.....

** Not mandatory, but these will assist us if we need to get back in touch with you to discuss your application*

Alternative Delivery Address:

Only complete this if you wish us to send our reply to an address different to your current address. You will need to provide us with evidence of your connection with this address.

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For Publication under Freedom of Information: Yes		NOT PROTECTIVELY MARKED	
Version Control	Date	Amendment	Authorisation
001	25/4/6		

Previous Addresses:
If you have lived at your home 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

Tick here if you wish to access details of Arrests, Prosecutions, Convictions, Cautions, Reprimands and Warnings. *It includes details of arrested persons, offenders, suspected offenders, cautioned, reprimanded and warned persons awaiting trial held on the Police National Computer (PNC). Not all arrests, prosecutions, convictions, cautions, reprimands and warnings are held on the PNC.*

Tick here if you wish to access personal data other than the above. To help us find any information that may be held about you, please supply additional details in the box below (and continue on a separate sheet if you need to). *To assist us you are advised to include where relevant: a description of the information you are looking for; a crime reference or incident number; a description of 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, a correspondent, an offender etc?; dates and times; and any other information you have that can assist us in finding the information you seek. If you are requesting photographs or CCTV footage please supply a photograph of your face (e.g. passport photo) to assist identification. **Please note a failure to provide such details may result in your application being rejected and returned to you.***

3. Proof of Identity

To help establish your identity your application must be accompanied by at least two different official documents, which between them provide sufficient information to prove **your name, date of birth, current address and signature.** *For example, a combination of driving licence, medical card, birth/adoption certificate, passport, and any other official document which shows those details.*

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 Data Protection Officer at Block A, Caerleon House, Mamhilad Park Estate, Pontypool, Torfaen, NP4 OXF.
 Tel: 01495 745365 or email dataprotection@gwent.pnn.police.uk

To be completed by receiving officer– Check that the form has been completed and is legible and you are satisfied with the applicants’ identity. Then complete this section below accordingly.

Application checked and legible?	YES / NO	Date application received complete.....
Identity documents checked?	YES / NO	Completed by: Rank/Number.....
Identity document(s) detail		Name.....
.....		Stationed at.....
.....		Signature.....
Identity document(s) returned?	YES /NO	Receipt Number (MANDATORY).....
Fee Paid £		Method of Payment: Cheque /Cash/Postal Order/Money Order