

DEDDF DIOGELU DATA 2018 Atodiad 2, Rhan 1(2) CAIS GWRTHRYCH AM WYBODAETH

Darllenwch y wybodaeth ganlynol yn ofalus cyn cwblhau'r cais

Mae'r canllaw hwn at ddefnydd a chwblhau ceisiadau am wybodaeth a gedwir gan Heddlu Gwent h.y. gwybodaeth bersonol 'a gedwir yn lleol' yn unig.

Ni ddylid defnyddio'r ffurflen gais hon ar gyfer y dibenion canlynol;

1. Ymgeisio yn unig am ddata a gedwir ar Gyfrifiadur Cenedlaethol yr Heddlu (PNC).
2. Ymgeisio'n unig am dystysgrif heddlu ar gyfer dibenion fisa neu fewnfudo ar gyfer gwledydd penodol.

Am arweiniad a ffurflenni cais ar gyfer y dibenion hyn ewch i'r wybodaeth ar wefan ACRO <https://www.acro.police.uk/>

Os oes angen datgeliad ar gyfer dibenion cyflogaeth arnoch, ac rydych yn byw yng Nghymru, Lloegr neu'r Alban, cysylltwch â'r canlynol am gymorth:

Cymru a Lloegr: Y Gwasanaeth Datgelu a Gwahardd <https://www.gov.uk/request-copy-criminal-record>

Yr Alban: Disclosure Scotland www.mygov.scot/disclosure-types/

Gogledd Iwerddon: AccessNI drwy ei wefan <https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

Gall cyflogwyr a sefydliadau penodol fel asiantaethau recriwtio geisio manteisio ar y broses cais gwrthrych am wybodaeth trwy ofyn i unigolion ei defnyddio i gael copi o'u heuogfarnau troseddol (neu dystiolaeth na ddelir dim) fel rhan o broses recriwtio neu broses cyflogaeth barhaus.

Adwaenir yr arfer hwn fel cais gwrthrych am wybodaeth gorfodol fel y ceir yn Adran 184 Deddf Diogelu Data 2018. Mae'n drosedd i gyflogwr presennol neu ddarpar gyflogwr neu asiantaeth recriwtio ofyn i unigolyn wneud cais gwrthrych am wybodaeth fel amod cyflogaeth neu i ddarparu nwyddau neu wasanaethau. Yn hytrach, dylent ddefnyddio trefniadau gwirio cofnodion troseddol ffurfiol presennol a weithredir gan y Gwasanaeth Datgelu a Gwahardd, Disclosure Scotland neu Access Northern Ireland.

Eich Hawliau Mynediad (i wybodaeth 'a gedwir yn lleol')

Mae gennych hawl i gael gwybod a ddelir unrhyw wybodaeth amdanoch ac mae gennych hawl hefyd i gopi o'r wybodaeth honno, oni bai fod eithriadau penodol yn berthnasol, o fewn un mis calendr ar ôl derbyn cais cyfreithlon a phrawf o hunaniaeth.

Ni roddir y wybodaeth honno i chi oni bai eich bod wedi dangos prawf boddhaol o'ch hunaniaeth. Efallai na fydd rhaid darparu gwybodaeth os gellir adnabod rhywun arall yn neu o'r wybodaeth. Os ydych yn credu efallai bod gwybodaeth yn cael ei chadw amdanoch chi a all adnabod unigolyn arall neu a all fod wedi ei darparu gan unigolyn arall, efallai y byddwch am gael cydsyniad ysgrifenedig gan yr unigolyn hwnnw, a bydd angen i'r unigolyn hwnnw ddarparu dau brawf o hunaniaeth.

Mae'r ddeddfwriaeth yn caniatáu i ni ymestyn y cyfnod cydymffurfio am ddau fis arall, neu godi ffi os yw ceisiadau'n gymhleth neu niferus. Mewn achos o'r fath, byddwn yn eich hysbysu o fewn un mis o dderbyn eich cais ac yn egluro pam fod angen yr estyniad/ffi.

Hawliau'r Prif Gwnstabl

Mae darpariaethau Deddf Diogelu Data yn golygu na ddarperir rhai data personol mewn amgylchiadau penodol. Er enghraifft, ni ddarperir data personol os byddai eu rhyddhau yn debygol

o niweidio ymchwiliad troseddol. Efallai na wnawn roi gwybodaeth i chi sy'n adnabod unigolion eraill. Bydd y wybodaeth a roddir gennych ar y ffurflen hon yn cael ei defnyddio ar gyfer prosesu'ch cais.

Y camau nesaf

- a. Cwblhau **Adrannau 1 – 7 dros y dudalen.**
- b. Cynnwys **Prawf o Hunaniaeth.** Er mwyn helpu i sefydlu pwy ydych chi, rhaid cynnwys copi o **ddwy** ddogfen swyddogol gyda'r cais hwn sydd, rhwng y ddwy ohonynt yn dangos eich **enw, cyfeiriad post presennol, dyddiad geni a llofnod**, er enghraifft: tystysgrif geni, trwydded yrru, pasbort, cerdyn meddygol, datganiad banc, anfoneb gan gwmni cyfleustodau, cytundeb rhent. Os ydych wedi newid eich enw, rhowch ddogfennau perthnasol i ddangos y newid.

PEIDIWCH AG ANFON DOGFENNAU GWREIDDIOL GAN NA FYDDANT YN CAEL EU DYCHWELYD.

Bydd yn helpu i brosesu eich cais os yw un o'r dogfennau'n ddogfen adnabod ffotograffig fel eich pasbort neu drwydded yrru.

Mae Heddlu Gwent yn cadw'r hawl i ofyn am ddogfennau gwreiddiol mewn rhai achosion. Os yw Heddlu Gwent yn gofyn am ddogfennau gwreiddiol, byddant yn cael eu dychwelyd trwy'r post cofrestredig.

Dylid anfon y ffurflen wedi ei chwblhau a'r prawf/profion o hunaniaeth at:

Yr Uned Datgelu Gwybodaeth
Pencadlys Heddlu Gwent
Heol Tyrpeg
Croesyceiliog
Cwmbrân
NP44 2XJ

Beth sy'n digwydd nesaf?

Bydd Heddlu Gwent yn prosesu eich cais ac yn anfon ymateb i'r lleoliad a nodir yn adran 4.

3. Mae gwybodaeth bellach am y broses o wneud cais gwrthrych am wybodaeth ar gael ar ein gwefan <https://www.gwent.police.uk/en/about-us/your-right-to-information/data-protection>

Cyngor a chymorth

Os oes angen cyngor a chymorth arnoch wrth gwblhau'r cais neu o ran y dogfennau adnabod priodol, cysylltwch â ni fel a ganlyn:

Ffôn: 01495 745442
E-bost: dataprotection@gwent.pnn.police.uk

Oherwydd Deddf Diogelu Data 2018, ni fydd Heddlu Gwent yn gallu darparu gwybodaeth sy'n cael ei chynnwys ar systemau'r heddlu ar y ffôn neu drwy e-bost cyn cwblhau eich cais.

Bydd y wybodaeth a ddarperir mewn cysylltiad â'r cais hwn yn cael ei defnyddio i weinyddu'r cais hwn ac i sicrhau cywirdeb systemau'r Heddlu.

Nodwch yr holl wybodaeth mewn LLYTHRENNAU BRAS. Sylwer bod rhaid llenwi'r meysydd gyda *

1 Gwybodaeth bersonol	
1.1 *Teitl:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Arall <input type="checkbox"/> (nodwch)
1.2 *POB enw cyntaf/enw bedydd:	
1.3 * Cyfenw/Enw teulu:	
1.4 *A ydych chi erioed wedi defnyddio neu wedi cael eich adnabod gan unrhyw enwau eraill?	Ydw <input type="checkbox"/> Nac ydw <input type="checkbox"/>
<p>Os gwnaethoch ateb Ydw i'r cwestiwn uchod, rhowch restr o'ch holl enwau blaenorol isod, gan gynnwys enwau morwynol/priod, enwau cyn ac ar ôl newid trwy weithred newid enw, ac enw bedydd os yw'n wahanol i'r uchod. Bydd methu ag ateb y cwestiwn hwn yn dal eich cais yn ôl. Os ydych yn rhedeg allan o le, rhowch unrhyw wybodaeth ychwanegol ar ddalen ar wahân.</p> <p>Enw(au) blaenorol:</p>	
1.5 *Dyddiad geni: (dd/mm/yyyy)	
1.6 *Man geni: Pentref/tref: Sir:	
1.7 *Rhyw:	Gwryw <input type="checkbox"/> Benyw <input type="checkbox"/>

2 Manylion cyswilt – rydym yn gofyn am y rhain rhag ofn bod angen cysylltu â chi

2.1 Cyfeiriad e-bost:	
2.2 Rhif ffôn yn ystod y dydd: Gwnewch yn siŵr eich bod yn cynnwys codau deialu lleol/ardal.	

3 Hanes cyfeiriad

3.1 *Cyfeiriad presennol: Dyma'r cyfeiriad ffisegol yr ydych yn byw ynddo (nid Blwch Postio) a dylai fod ar eich prawf o gyfeiriad.

Cod post:		
Dyddiad o: (mm/bbbb)		
3.2 Cyfeiriadau blaenorol: Os yw'r wybodaeth rydych yn gwneud cais amdani'n cyfeirio at gyfeiriadau blaenorol rydych wedi byw ynddynt, bydd yn gymorth i ni os ydych yn dangos y cyfeiriadau hynny isod		
Cyfeiriadau blaenorol:	Dyddiad o: (mm/bbbb)	Hyd at: (mm/bbbb)
Cod post:		

4 Danfon eich datgeliad

4.1 *Sut hoffech chi i'ch datgeliad cais gwrthrych am wybodaeth i gael ei ddanfon? Dewiswch <u>un opsiwn yn unig</u> : E-bost <input type="checkbox"/> Post <input type="checkbox"/>	
Caiff datgeliadau e-bost eu hanfon at y cyfeiriad e-bost a nodir uchod. Byddwch yn ymwybodol er y bydd yr ymateb e-bost yn cael ei anfon o rwydwaith diogel Heddlu Gwent, oni bai bod gennych chi gyfeiriad e-bost diogel, mae'r danfoniad i'ch mewnlwch personol yn gysylltiad anniogel trwy gyfrwng y rhyngwyd cyhoeddus. Ni all Heddlu Gwent dderbyn cyfrifoldeb am unrhyw golled neu fynediad amhriodol at yr ymateb e-bost unwaith iddo adael ein rhwydwaith diogel. Cyfrifoldeb yr ymgeisydd hefyd yw sicrhau bod y cyfeiriad e-bost a gyflwynwyd yn gywir.	
4.2 Cyfeiriad post arall: Llenwch y blwch hwn os nad ydych eisiau i ohebiaeth gael ei hanfon at eich cyfeiriad presennol.	
Cod post:	

5 Enwebiad trydydd parti

Ni fydd Heddlu Gwent yn trafod eich cais gydag unrhyw un arall nac yn datgelu manylion heb eich cydsyniad. Os hoffech chi enwebu cynrychiolydd am ryw reswm i drafod y cais hwn ar eich rhan, rhaid i chi ddarparu eu manylion cyswllt isod. Bydd darparu manylion cyswllt trydydd parti yn cael ei ystyried i fod yn gydsyniad. Os oes gennych atwrneiaeth ar ran yr ymgeisydd, rhowch gopi o'r dogfennau Atwrneiaeth gyda'r cais hwn.	
5.1 *Enw cynrychiolydd/cyswllt:	

5.2 *Perthynas â chi:	
5.3 Rhif ffôn:	
5.4 Cyfeiriad e-bost:	

6 Y wybodaeth y gwneir cais amdani

6.1 Er mwyn ein cynorthwyo i ddarganfod y wybodaeth a gedwir amdanoch chi, rhowch fanylion ychwanegol yn y blwch isod.

Er enghraifft: Disgrifiad o'r wybodaeth rydych yn chwilio amdani, disgrifiad o'r amgylchiadau pan ddaethoch i gysylltiad â'r Heddlu – e.e. a oeddech chi'n riportio trosedd neu ddigwyddiad; tyst, dioddefwr, gohebydd, troseddwr ac ati. A oes gennych chi rif cyfeirnod trosedd neu rif digwyddiad, dyddiadau ac amseroedd neu unrhyw wybodaeth arall y gallwch ei darparu a all ein cynorthwyo i ddod o hyd i'r wybodaeth rydych yn ei cheisio.

Os ydych yn gwneud cais am luniau neu ddelweddau teledu cylch cyfyng rhowch lun (ee lluniau basbort) i helpu adnabyddiaeth. Sylwer y gall methu â darparu manylion o'r fath arwain at wrthod a dychwelyd eich cais atoch.

<input type="checkbox"/> Adroddiad trosedd	<input type="checkbox"/> Cofnod dalfa
<input type="checkbox"/> Datganiad	<input type="checkbox"/> Cofnod cyfweiliad
<input type="checkbox"/> Delweddau camera a wisgir ar y corff/Llun	<input type="checkbox"/> Arall, nodwch

6.2 A oes rhywun wedi gofyn i chi wneud cais am wybodaeth am unrhyw rybuddiadau neu euogfarnau dan y broses cais gwrthrych am wybodaeth a darparu'r ymateb ar eu cyfer ar gyfer dibenion:

- eich swydd bresennol, neu
- swydd a gynigiwyd i chi, neu
- mynd i gontract am nwyddau, adnoddau neu wasanaethau?

Nid oes rhaid i chi ateb y cwestiwn hwn, ond os ydych yn ei ateb ni fydd yn effeithio ar eich cais.

Oes Nac oes

Os oes, yna mae'n bosibl bod pwy bynnag a ofynnodd i chi yn troseddu dan Adran 177 Deddf Diogelu Data 2018. Nid ydych wedi cyflawni unrhyw drosedd trwy gyflwyno eich cais a bydd eich cais yn cael ei brosesu.

Nid oes rhwymedigaeth arnoch chi i wneud hynny, ond byddem yn gwerthfawrogi be baech yn darparu manylion pwy bynnag a ofynnodd i chi wneud cais trwy hawl gwrthrych i wybodaeth, ac o dan ba amgylchiadau, isod. Gallwn drosglwyddo'r manylion hyn i Swyddfa'r Comisiynydd Gwybodaeth a all ymchwilio ymhellach gyda golwg ar erlyn pwy bynnag a ofynnodd i chi.

7 Datganiad a Llofnod

Mae'r wybodaeth rwyf wedi ei rhoi yn y cais hwn yn gywir. Fi yw'r unigolyn mae'r wybodaeth yn berthnasol iddo. Trwy lofnodi'r ffurflen hon rwyf yn derbyn y telerau ac amodau gwasanaeth ac yn cadarnhau fy mod yn dymuno derbyn gwybodaeth a gedwir gan Heddlu Gwent.

7.1 Llofnod: _____

***Dyddiad:**

Os nad gwrthrych y data yw'r unigolyn sy'n llenwi'r ffurflen gais, mae Atwrneiaeth neu lythyr gwreiddiol o awdurdod wedi ei lofnodi gan wrthrych y data wedi cael ei amgáu:

Llythyr o awdurdod Atwrneiaeth Arhosol neu Atwrneiaeth Barhaus

Tystiolaeth o gyfrifoldeb rhiant Arall (rhowch fanylion):

Os yw gwrthrych y data'n llenwi'r ffurflen hon ond hoffai drafod y cais â rhywun arall, cwblhewch adran 5.

Gall unigolyn sy'n dynwared neu'n ceisio dynwared unigolyn arall fod yn euog o drosedd.

Dychwelyd y ffurflen gais – rhestr wirio (Ymgeisydd – ticiwch yr ateb perthnasol)

Ydych chi wedi cwblhau'r holl adrannau angenrheidiol?

Ydych chi wedi lofnodi'r ffurflen gais?

Ydych chi wedi amgáu'r llungopiau o'r dogfennau adnabod angenrheidiol, (i) enw a dyddiad geni (ii) enw a chyfeiriad presennol

Ydych chi wedi rhoi'r tâl post cywir ar yr amlen?
Y DU – Uchafswm maint llythyr yw 240 x 165 x 5 mm, amlen maint C5.
Mae amlenni meintiau eraill yn costio mwy.

Anfonwch y ffurflen wedi ei chwblhau at:

Yr Uned Datgelu Gwybodaeth

Pencadlys Heddlu Gwent

Heol Tyrpeg

Croesyceiliog

Cwmbrân

NP44 2XJ

Os oes angen cyngor neu arweiniad arnoch i gwblhau'r cais hwn, cysylltwch â ni ar **01495 745442**

Sut mae Heddlu Gwent yn ymdrin â'ch data.

Dilynwch y ddolen isod i weld Datganiad Prosesu Teg Heddlu Gwent sy'n amlinellu sut mae Heddlu Gwent yn defnyddio'r data sy'n cael eu casglu.

<https://www.gwent.police.uk/en/about-us/your-right-to-information/data-protection>

DATA PROTECTION ACT 2018 Schedule 2, Part 1(2) SUBJECT ACCESS REQUEST

Please read the following information carefully before completing the application

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

This request form is not for use for the following purposes;

3. Applying only for data held on the Police National Computer (PNC).
4. 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/>

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: AccessNI via their website <https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

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 177 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 any information is held about you and a right to a copy of that information, unless certain exemptions apply. This will be returned one calendar month after receipt of a fully completed form and proof of identity.

You will be provided with that information only if you have provided satisfactory proof of your identity. Information may not have to be provided if someone else can be identified in or from the information. If you think that information might be held about you that may identify 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, or apply a fee 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/fee 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, and we may not provide you with information that identifies other individuals. The information you provide on this form will be used for processing your request.

What to do next

- a. Complete **Sections 1 - 7 overleaf**.
- b. 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.

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

The completed form and proof(s) of identity should be sent to:

**Information Disclosure Unit
Gwent Police Headquarters
Turnpike Road
Croesyceiliog
Cwmbran
NP44 2XJ**

What happens next?

Gwent Police will process your request and send a response to the location shown in section 4.

3. Further information about the subject access process is available on our website at <https://www.gwent.police.uk/en/about-us/your-right-to-information/data-protection>.

Advice and assistance

Should you require advice and guidance in completing the application or in respect of appropriate identity documents, please contact us via the following:

Tel: 01495 745442
Email: dataprotection@gwent.pnn.police.uk

Due to the Data Protection Act 2018, Gwent 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.

Please provide all information in CAPITAL letters. Please note that fields marked * are mandatory

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 forename(s)/given name(s):	
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"/>
<p>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. If you run out of space, please supply any additional information on a separate sheet</p> <p>Previous/former name(s):</p>	
1.5 *Date of birth: (dd/mm/yyyy)	
1.6 *Place of birth: Village/town: Country:	
1.7 *Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>

2 Contact details – we ask for this in case it is necessary to contact you

2.1 Email address:	
2.2 Daytime telephone number: Please make sure that you include local/area dialling codes.	

3 Address history

3.1 *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:	
Date from: (mm/yyyy)	

3.2 Previous addresses: If the information you are requesting refers to previous addresses you have lived at, it will assist our search if you indicate below those addresses

Previous addresses:

Date from: (mm/yyyy)

Date to: (mm/yyyy)

Postcode:

4 Delivery of your disclosure

4.1 *How would you like your subject access disclosure to be delivered?

Please select only one option:

Email Post

Email disclosures will be sent to the email address specified above. Please be aware that whilst the email response will be sent from Gwent Police secure network, unless you have a secure email address the delivery to your personal inbox is an insecure connection via the public internet. Gwent Police cannot accept responsibility for any loss or inappropriate access to the email response once it has left our secure network. It is also the responsibility of the applicant to ensure that the email address submitted is accurate.

4.2 Alternative postal address: Only complete this box if you **do not** want correspondence to be sent to your current address.

Postcode:

5 Third party nomination

Gwent 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. If you are a 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:

5.3 Telephone number:

5.4 Email address:

6 Information requested**6.1 To help find any information that may be held about you, please supply additional details in the box below.**

For example: A description of the information you are looking for, A description of the circumstances in which you had contact with the Police – e.g. were you a person reporting an offence or incident; a witness, a victim, a correspondent, an offender etc. Do you have a crime reference or incident number, dates and times or any other information you can provide which may assist us in finding the information you seek.

If you are requesting photographs or CCTV footage please supply a portrait photograph (eg passport photos) to assist identification. Please note failure to provide such details may result in your application being rejected and returned to you.

 Crime report Custody record Statement Interview record Body worn video/Photograph Other, please specify**6.2 Have you been asked by someone to apply for information about any cautions or convictions under subject access and provide them with the response for the purposes of:**

- your current job, or
- a job you have been offered, or
- to enter a contract for goods, facilities or services?

You do not have to answer this question, but if you do it will not affect your request.

Yes No

If yes, then whoever has asked you may be committing an offence under Section 177 of the Data Protection Act 2018. You have not committed any offence in submitting your request and your request will be processed.

You are not obliged to do so, but we would appreciate it if you would provide details below of whoever has asked you to apply through subject access, and under what circumstances. We may pass these details to the Information Commissioner's Office who may investigate further with a view to prosecuting whoever has asked you.

7 Declaration & Signature

The information I have supplied in this request is correct and I am the person to whom it relates. By signing this form I accept the terms and conditions of service and I confirm that I wish to be supplied with information held by Gwent Police.

7.1 Signature: _____

***Date:**

If the person completing the request form is not the data subject, a Power of Attorney or an original letter of authority signed by the data subject has been enclosed:

Letter of authority Lasting or Enduring Power of Attorney

Evidence of parental responsibility Other (give details):

If the data subject is completing this form but would like us to discuss the request with somebody else, please complete section 5.

A person who impersonates or attempts to impersonate another person may be guilty of an offence.

Returning the application form – checklist (Applicant - Please tick the relevant answer)

Have you fully completed all the sections you need to?	
Have you signed the application form?	
Have you enclosed the photocopy identity documents needed, (i) name & date of birth (ii) name & current address	
Have you used the correct value of postal charge on the envelope? UK - Maximum letter size is 240 x 165 x 5 mm, C5 size envelope. Other sizes charged at higher rates	
Send the completed form to: Information Disclosure Unit Gwent Police Headquarters Turnpike Road Croesyceiliog Cwmbran NP44 2XJ	
Should any advice or guidance be required in completing this application, please contact 01495 745442	

How Gwent Police deals with your data.

Please follow the below link to view Gwent Police Fair Processing Statement which outlines how Gwent Police uses the data collected.

<https://www.gwent.police.uk/en/about-us/your-right-to-information/data-protection/>