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| **OFFICIAL [PUBLIC]** |

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| **Form DAT1: APPLICATION FOR ACCESS TO YOUR PERSONAL DATA HELD ON THE****POLICE SERVICE OF NORTHERN IRELAND INFORMATION SYSTEMS** |
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| **Subject Access Rights**Under data protection legislation, the data subject shall have the right to obtain from the controller, unless an exception applies (see below), confirmation as to whether or not personal data concerning them are being processed, and, where that is the case, access to the personal data and the following information within one calendar month (this can be extended by a further two months in certain circumstances): |
| * The purposes of the processing and if processed for law enforcement purposes the legal basis for the processing;
* The categories of personal data concerned;
* The recipients or categories of recipient to whom the personal data have been or will be disclosed. Where personal data are transferred to a third country or to an international organisation, the data subject shall have the right to be informed of the appropriate safeguards, relating to the transfer;
 | * Where possible, the envisaged period for which the personal data will be stored, or if not possible, the criteria used to determine that period;
* The existence of the rights which individuals have with regards to how their data is processed;
* The right to lodge a complaint with the Information Commissioner's Office (ICO);
* Where the personal data are not collected from the data subject, any available information as to their source;
* The existence of automated decision-making, including profiling if processed for non-law enforcement purposes.
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| There will be occasions when PSNI is required to restrict the rights offered to individuals under the data protection legislation and data will be withheld from individuals, this includes where requests are manifestly unfounded or excessive. For PSNI, data may be withheld if disclosure of the information would be likely to prejudice, for example, the prevention, detection, investigation or prosecution of criminal offences or the execution of criminal penalties; a legal inquiry, investigation or procedure; functions designed to protect the public, or the rights of others (third party information). The reasons for withholding data will, where possible, be communicated in response letters to individuals.**Proof of Identity**Data protection legislation allows PSNI to take all reasonable measures in order to identify you correctly. Consequently, Section 3 asks you to provide evidence of your identity and address, by supplying photocopies or scanned copies, of the originals, of at least two official documents which between them provide sufficient information to prove your name, date of birth and current address. PSNI can only supply your personal data to you. Should you be making an application on behalf of any other person (third party, including legal representatives), please ensure you enclose an original letter of authorisation from that individual (the person who the information is about). Please also ensure that this individual has signed the DAT1 form and provided their identification documents. |
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| **Right to be Informed**The information supplied in connection with this application is deemed necessary for confirming the correct identity of a person on PSNI systems and will be used for the purpose of administering this request. In order to answer the request, it is necessary that the Corporate Information Branch share relevant personal data with other business areas within the PSNI. This information will not be shared externally (with the exception of the ICO if a complaint is made). Information provided in the application and any personal data processed as a result of this request will be retained by the Corporate Information Branch for two years following the most recent entry to the request file. Data may be held in electronic, paper format or both. Appropriate technical and security measures are in place to ensure that the data is kept safe and secure during the retention period. Once this time period has elapsed the data will be disposed of in line with PSNI's retention and disposal schedule. Please Note: this data does not refer to the original copies held by relevant business areas, who process the data for their own purposes and in line with their own retention period. | **Office Use Only - Date****Stamp** |

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| **Section 1: About Yourself (Please use block capitals and black ink)** |
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| *The information sought in both Section 1 and 2 is required by PSNI for the purpose of retrieving a correct and complete picture of what information PSNI hold in relation to the individual requesting access to their personal data.* |
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| Title: (Mr, Mrs, Miss, Ms, Dr, Rev, etc) |       | Surname/Family Name: |       |
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| First Name(s): |       |
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| Maiden/Former Name(s): |       | Gender: |       |
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| Date of Birth: |       | Place of Birth: (Town & County/Country) |       |
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| Current Address: (to include Postcode) This is the address to which all replies will be sent, unless you specify otherwise. |
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| \*Contact Phone Number: |       |
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| Email Address:  |  |       |
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| *\*Not mandatory, but this will assist us if we need to get back in touch with you to discuss your application.* |
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| **Previous Addresses**If you have lived at your current address for less than 10 years please record your previous addresses for that period below. If you have any convictions more than 10 years old, please provide any other previous addresses. Continue on a separate sheet if you need to. |
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| **Section 2: Personal Data Sought** |
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| [ ]  | A Tick here if you wish to access your personal data held on PSNI systems regarding convictions and/or  diversions (including cautions) awarded in Northern Ireland. Please note: this will include a full list of your criminal history and will comprise of both current and spent convictions and diversions. |
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| [ ]  | B. Tick here if you wish to access your personal data re Convictions/Cautions held on the Police National Computer **(only required if you have resided in England, Scotland or Wales)[[1]](#footnote-1)** |

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| [ ]  | C. Tick here if you wish to access your 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, crime reference or incident number, a description of the circumstances in which you had contact with the Police - for example were you the person reporting an offence or incident, a witness, a victim, a correspondent, an offender etc, dates, times and any other information you have that can assist us in finding the information you seek. **Please note failure to provide sufficient details may** **result in your application being returned to you for clarification.** |
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| **Section 3: Proof of Identity Documents** |
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| To help establish your identity, your application must be accompanied by copies of at least two official documents, which between them should clearly show your name, current address and date of birth (eg Driving Licence, Passport, Medical Card, Birth/Adoption Certificate, Bank Statement, or Utility Bill). It is advised that you send photocopies of original documents. |
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| **Section 4: Declaration** |
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| **The information which I have supplied in this application is correct and I am the person to whom it relates. I understand that if I am providing my signature electronically, it is legally enforceable.** |
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| Signature: |       | Date: |       |
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| *Warning - a person who impersonates another or attempts to impersonate another may be guilty of an offence.* |
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| **Section 5: Submission of Form and Contact Details** |
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| **An individual may choose to submit this form electronically or by post. This form should be returned to and/or any further assistance sought from the following address:** |
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| Corporate Information Branch, PSNI HQ, 65 Knock Road, Belfast BT5 6LE.Telephone: 028 9070 0164Email: DataProtection@psni.police.uk |
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| **For Office Use Only - To be completed by the Corporate Information Branch:** |
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| Receipted by: Name |       | Receipt Number: |       |
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| How the identity of the requester has been confirmed: |       |



1. The purpose of the Police National computer is to provide a national facility to the Police Service and other law enforcement agencies, in order to assist with the prevention and detection of crime; the apprehension and prosecution of offenders; the protection of life and property, and the maintenance of law and order. Information may be obtained from a variety of sources for example, members of the public, Police Officers or external agencies and may be disclosed to other agencies only in line with their statutory powers, for example the Court Service, the Home Office or the Probation Service. [↑](#footnote-ref-1)