



NOT PROTECTIVELY MARKED

# 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 Subject Access Rights

Subject to certain exemptions, you have a right to be told whether the PSNI hold any information about you (your 'personal data') and a right to be provided with a copy of that personal data within 40 days.

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

Under the Data Protection Act, in certain circumstances, PSNI 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 are not likely to provide you with information that identifies other individuals.

### Fee

Your Subject Access application will cost £10. You are encouraged to pay by cheque or postal order, as we cannot be held responsible for cash sent through the post. Cheques/Postal Orders should be made payable to PSNI. Postal Orders must be UK Postal Orders.

### Proof of Identity

PSNI need 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 photocopies of at least two official documents which between them provide sufficient information to prove your name, date of birth and current address.

### Returning this form

The completed form, together with appropriate fee and proof of identity should be returned **by post** to:

**The Data Protection Office  
PSNI Headquarters  
65 Knock Road  
Belfast  
BT5 6LE**

<b>Office Use Only - Date Stamp</b>
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The information supplied in connection with this application will be used for the purpose of administering this request and for any other policing purpose.

## Section 1. About Yourself (please use block capitals and black ink)

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

First Name(s) \_\_\_\_\_

Maiden/Former Name(s) \_\_\_\_\_ Gender \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth (Town and County/Country) \_\_\_\_\_

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

\*Contact Phone Number \_\_\_\_\_

\*Email Address \_\_\_\_\_

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

### Previous Addresses

If you have lived at your current 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.

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**Section 2. Personal Data Sought**

- A. Tick here if you wish to access your personal data held on PSNI systems regarding Convictions/Cautions awarded in Northern Ireland. **(Also known as a Criminal Record Check)**
- 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).**
- 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.**

**Section 3. Proof of Identity Documents**

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.

**Section 4. Declaration**

**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.**

**Section 5. Check List**

1. Have you signed and dated your application form?
2. Have you included copies of at least two official documents?
3. Have you included payment? (made payable to PSNI)

Should any advice or guidance be required in completing this application, please contact:  
The Data Protection Office, PSNI HQ, 65 Knock Road, Belfast BT5 6LE  
Telephone 028 9056 1616      Email: [AccessToInformation@psni.pnn.police.uk](mailto:AccessToInformation@psni.pnn.police.uk)

**For Office Use Only**

To be completed by the Data Protection Office:

Received by: Name \_\_\_\_\_ Receipt Number \_\_\_\_\_

## **NOTES TO ASSIST YOU IN COMPLETING THE SUBJECT ACCESS FORM**

1. Details of Convictions and Cautions are normally required for emigration purposes, etc. If this is what you require, please tick the box in Section 2(A) of the application form.
2. If you require information held on the Police National Computer system, which cover England, Scotland and Wales, please tick the box in Section 2(B).
3. If you require information from any other PSNI system, please give details in Section 2(C), or contact the Data Protection Unit on the phone numbers/email address below for more assistance.
4. Your application must be accompanied by at least two forms of identification. Between them, they should bear a combination of your name, 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 - PSNI cannot be held accountable for original documents lost in the post.
5. List any previous addresses that you have lived at in the last 10 years. If you have any convictions more than 10 years old, please provide any other previous addresses.
6. A fee of £10 sterling must be included with your application. You are encouraged to pay by cheque or postal order, as the PSNI cannot be held responsible for cash sent through the post. Cheques and postal orders should be made payable to the PSNI. Postal orders must be UK postal orders.

**Note: We can only accept cheques/money orders drawn in pound sterling.**

7. Failure to supply any of the above items will delay the processing of your application.
8. Forward the completed form with the required documentation to the address shown below. Unfortunately we cannot accept applications by email at this time.
9. 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. The PSNI complies with the requirements for the handling and safekeeping of personal information, as outlined within the Data Protection Act 1998.
10. These notes are only a guide. The law is set out in the Data Protection Act obtainable from OPSI (Office of Public Sector Information) or [www.legislation.gov.uk](http://www.legislation.gov.uk)

### **Third Party Applications**

PSNI can only supply your personal data to you. Should you be making an application on behalf of any other person (third party), 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.

**If you require any further information or assistance please contact:**

The Data Protection Office, PSNI HQ, 65 Knock Road, Belfast, BT5 6LE  
Telephone: 028 9056 1616      Email: [AccessToInformation@psni.pnn.police.uk](mailto:AccessToInformation@psni.pnn.police.uk)