# Right of access – request

The information supplied by you in this application will be used to comply with your formal request for access to your personal data. Any proof of ID documents provided will be held for no longer than three years and only used to verify your identity. The information you provide as part of your request will not be shared with any other organisation unless required by law.

Subject to certain exemptions, you have a right to be told if the College of Policing (the College) holds any information about you (your personal data), and a right to be provided with a copy of that personal data within **one calendar month** of your request. Please allow a further seven days for any material posted by us to reach you.

Under the Data Protection Act 2018, the College may, in certain circumstances, 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.

**The College of Policing is a professional body for policing. We set standards, provide training and share good practice, connecting everyone in policing to reduce crime and keep people safe. As such, we do not have access to details of reported crimes, investigations or conviction history held on our systems**.

**If you are looking for your personal data held on national police databases, you should contact your local force**. The Information Commissioner’s Office has published some [useful information on accessing data](https://ico.org.uk/your-data-matters/crime/) held by a police force or the wider criminal justice system.

The College takes its data protection responsibilities very seriously. You have certain rights under data protection legislation regarding your personal information. For more information about your rights, please see our full [privacy notice](https://www.college.police.uk/Legal/fair-processing-notice/Pages/Privacy_Notice.aspx).

## Fee and proof of identity

In most cases, a right of access request will be free of charge. However, where a request is manifestly unfounded or excessive, a charge of a reasonable fee for the administrative costs of complying with the request may be made.

To avoid personal data about one individual being sent to another, either accidentally or as a result of deception, we will request proof of your identity. This is to ensure that we are satisfied that you are who you say you are and that the data we hold relates to you. In certain circumstances we might ask for additional documentation to verify who you are. The timescale for responding to a subject access request does not begin until we have received the requested information.

## Returning this form

You must return the completed form, with proof of identity, **by email or post** to: Data.Protection@college.police.uk

Data protection officer

College of Policing

Central House, Beckwith Knowle

Otley Road

Harrogate, HG3 1UF

If you require any advice or guidance to complete this application, please contact the College of Policing data protection officer using the details above.

## Section 1: About you

|  |  |
| --- | --- |
| Surname/family name |       |
| First name(s) |       |
| Maiden/former names |       |
| Title (Mr, Mrs, Dr, Rev., other) |       |
| Date of birth (DD/MM/YYYY) |       |
| Residential address  |       |
| Postcode (not PO Box address) |       |
| Preferred telephone no. |       |
| Preferred email address |       |

## Section 2: Proof of identity

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| To help us establish who you are, your application must be accompanied by copies of proof of official identity documents.  |
| * **We will accept the following documents as proof of identity – any from the following list:** passport, driving licence, government-issued photo identification, national insurance card, NHS card, identity card, such as union membership, tenancy agreement, credit or bank card, birth/adoption certificate.
* If we deem it necessary, we might ask for additional documentation to verify your identity, for example, we will request a copy of a current bill or bank card statement.
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| If we request additional documents and you currently use a Post Office Box address as your main address for receipt of mail and so do not have proof of address, please supply a copy of the Post Office Box contract agreement or billing details. |

## Section 3: Personal data sought

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| Please ensure that you provide us with enough details to locate the information you have requested. You should include the departments or teams you are known to and any relevant dates or time periods. If your request is too vague we will seek clarification, which will delay the time in which you receive your response. |
|       |

## Section 4: Declaration (to be signed by the applicant)

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| * I have read and understood the guidance notes.
* The information that I have supplied in this application is correct and I am the person to whom it relates.
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| Signature |       |
| Date |       |
| **Warning:** A person who impersonates another or attempts to impersonate another may be guilty of an offence. |