**OFFICE OF THE POLICE AND CRIME COMMISSIONER FOR GWENT**

 **MAKING A SUBJECT ACCESS REQUEST**

**Your rights**

Subject to certain exemptions, you have a right to be told whether any information is held about you and a right to a copy of that information. The Office of the Police and Crime Commissioner for Gwent (OPCC) will only give that information if we are satisfied of your identity.

The information you have requested may not be provided if someone else can be identified in or from the information. If you think that information might be held about you which may identify another person, you may want to get that person’s agreement to allow you to receive such information and send it with your application to enable that information to be provided to you. In addition to their consent they will also need to provide proof of identity. The OPCC must reply to you within 1 month of receiving sufficient information to identify you and the information you require although the Data Protection Act 2018 (the Act) allows us to extend this period by a further two months, or apply a fee, where the requests are complex or numerous. If this is the case, we will inform you within one month of receipt of your request and identification and explain why it is necessary.

**This application is to be used to access information which may be held about you on any systems used by the OPCC.** For access to information which may be held by Gwent Police please visit their website or contact them on **01495 745442** or email dataprotection@gwent.pnn.police.uk

**The rights of the OPCC**

The Act allows the OPCC to withhold personal data in certain circumstances such as when that information identifies other individuals.

**The Application Form**

**Section 1**

This section asks you to give information about yourself which will help the OPCC to confirm your identity. We have a duty to ensure that information we hold is secure and we must be satisfied that you are the person you say you are.

**Section 2**

You should use this section to provide specific details about the information you require from the OPCC.

**Section 3**

In this section, you should provide evidence of your identity by producing documents with your application.

**When you have completed the form send it together with the required document(s) to:**

The Office of the Police and Crime Commissioner for Gwent

Gwent Police Headquarters

Turnpike Road

Croesyceiliog

Cwmbran

NP44 2XJ

OR

commissioner@gwent.pnn.police.uk

**Please note that incorrectly completed forms will be returned to the applicant.**

**What happens next?**

The OPCC will process your request and send a response to your current address. Further information about the subject access process is available on our website at <https://www.gwent.pcc.police.uk/en/transparency/know-your-rights/your-information-rights/subject-access-requests/>

**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: 01633 642200**

**Email: commissioner@gwent.pnn.police.uk**

**Section 1 - About Yourself**

The information requested below is to help the OPCC satisfy themselves as to your identity and to find any data held about you.

|  |  |
| --- | --- |
|  | **PLEASE USE BLOCK CAPITALS** |
|  | **Title (please circle):** | **Other Title (e.g. Rev/Prof/Dr):** |  |
|  | **MR / MRS / MISS / MS**  |  |  |  |
|  | **Surname:** | **Former Surname(s):** |  |
|  |  |  |  |  |
|  | **Forename(s):** | **Gender:** |  |
|  |  |  |  |  |
|  | **Date of Birth (DD/MM/YYYY):** |  | **Place of Birth:** |  |  |
|  |  **/ /** |  |  |  |
|  | **Current Address:** |
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|  |  |  |
|  |  | **Post Code:** |  |  |
|  | **Telephone Number:** | **E-mail address:** |  |
|  |  |  |  |  |
|  |
|  | **Please select your preferred method of contact:**  | **Telephone:** | **□** | **E-mail:** | **□** |  |
| **Please note: Email disclosures will be sent to the email address specified above. Please be aware that whilst the email response will be sent from the 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. The OPCC 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.** |
|  | **If you have lived at the above address for less than five years, please provide details of former addresses (if necessary continue on separate sheet), this will assist us in identifying records relating to your request on local systems.** |  |
|  | **Former Address(es):** |
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**Section 2 - To help us find the information held on OPCC systems**

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| **Please provide details of the personal information you require.****You should be as specific as possible to enable us to locate the requested information,****e.g. date / location / type of incident:** |
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| **Continue on a separate sheet, if necessary.** |

**Section 3 - 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. Failure to provide acceptable proof of identity will delay your application.

The OPCC reserves the right to request original documentation in some cases. When original documents are requested, they will be returned by registered post.

Whilst your proof of identity document and receipt will be returned to you as soon as possible, you should be aware that the result of your application may take up to 1 month from receipt in force of a correctly completed application form.

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/](http://www.mygov.scot/disclosure-types/)

Northern Ireland: AccessNI <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.

***Official Use Only***

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|  | **Details of Identification Document(s):** |  |
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|  | **Application Checked & Legible:** | **Yes / No** | **ID Document(s) Checked:** | **Yes / No** |  |
|  |
|  | **Document(s) Returned:** | **Yes / No** | **Date Application Received:** |  |  |
|  |
|  | **Fee Paid:** |  | **Receipt No.:** |  | **Payment Method:** |  |  |
|  |
|  | ***Person taking details to complete this section*** |  |
|  | **Grade:** |  | **Six Figure:** |  | **Name:** |  |  |
|  |
|  | **Date:** |  | **Signature:** |  |  |
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