



NORTHERN CONSTABULARY

DATA PROTECTION ACTS 1984 AND 1998

HOW TO APPLY FOR ACCESS TO INFORMATION HELD ON POLICE COMPUTERS:

These notes explain how you can find out what information, if any is held about you on Police computers.

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 Chief Constable will only give that information if he is satisfied of your identity. He does not have to give you any information identifying someone else, unless that person agrees. If you think that information might be held about you, which may identify another person, you may want to get that person's agreement, in writing, to you being given information, and send it with your application.

THE CHIEF CONSTABLE'S RIGHTS:

The Chief Constable may deny access to information where the Act allows. The main exemptions in relation to information held on police computers are where the disclosure would likely to prejudice:-

- a) The Prevention or Detection of Crime
- b) The Apprehension or Prosecution of Offenders
- c) National Security

Also, any information which is currently held as part of an ongoing enquiry or waiting to be processed through the courts may be exempt disclosure.

FEE

You will have to pay a fee of £10.00. Cheques/postal orders, etc. should be made payable to **Northern Constabulary**. At present we cannot accept switch/visa payment.

THE APPLICATION FORM is in three parts – **all** three parts must be completed.

- Section 1 (page 1) Requires information to establish your identity and your right to the information requested. If a relative/friend is legally acting on your behalf, we require the appropriate authorising documentation (i.e. letter authorising your Power of Attorney).
- Section 2 (page 2) You need to state which system you require information on. The Scottish Criminal History system details criminal history information for Scotland. The Police National Computer system details any criminal history information for England and Wales.
If you require information regarding particular incidents where you were the person reporting an offence, a victim of an offence or witness to an offence please detail as much information as possible. You may use a separate sheet if necessary.
- Section 3 (page 2) Asks you to provide evidence of your identity by producing document(s) with your application.
DOCUMENTS MUST BE ORIGINALS – PHOTOCOPIES WILL NOT BE ACCEPTED. Extracts of birth or marriage certificates are NOT acceptable.

When you have completed the form, you can either take it to a police station in the Northern Constabulary area, or send it, together with the required document(s) and fee, to:

**Force Information Management Unit
Disclosure Section
Police Headquarters
Old Perth Road
INVERNESS
IV3 2SY**

**Tel No: 01463 720515
Fax No: 01463 720518
Email: gordon.elliott@northern.pnn.police.uk**

Replies will be sent via Recorded Delivery, or if overseas, via International Recorded Delivery within the required 40-day time period unless otherwise stated.