



RESTRICTED WHEN COMPLETE

## West Midlands Police

WA 162  
(01/07)

### DATA PROTECTION ACT 1998

Section 7 (1) (a) & 7 (1) (b) (i) & 7(1) (C) (i) of Data Protection Act 1998 (Subject Access)

#### **Application for access to your personal data held on West Midlands Police Information Systems.**

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

#### **Your Subject Access rights**

Subject to certain exemptions, you have a right to be told whether West Midlands Police holds any information about you (your 'personal data') and a right to be provided with a copy of that personal data within a **40 day period**. If you wish to exercise those rights please complete this form carefully and follow the instructions regarding the £10.00 fee, proof of identity and ways to return the form to West Midlands Police. The Data Protection Act means that in certain circumstances West Midlands Police 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 may not provide you with information that identifies other individuals.

#### **Fee**

Your Subject Access application will cost £10.00. You are encouraged to pay by cheque or postal order. Cheques etc should be made payable to: '**WEST MIDLANDS POLICE**'. Please note that we do not accept credit or debit cards, the Euro or Overseas Postal Orders (postal orders must be UK postal orders) and we do not recommend the sending of cash by post.

#### **Proof of identity**

West Midlands Police needs 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 copies of at least **two** official documents which between them provide sufficient information to prove your **name, date of birth, current address and signature**.

#### **Returning this form**

The completed form, with appropriate fee, proof of identity, date of birth and current address documents should be returned to:

**Data Protection  
West Midlands Police  
PO Box 52  
Colmore Circus Queensway  
Birmingham  
B4 6NQ**

#### **We do not accept PERSONAL CALLERS**

Please be advised that West Midlands Police will not be held responsible for any identity documents or monies lost in the post.

These notes are for guidance only. The law is set out in the Data Protection Act 1998 obtainable from HMSO.

If you would prefer this form in another language or in another format or need guidance or assistance in completing this form please contact: The Data Protection Unit on 0121 626 5417 or 0845 113 5000 ext 7800 2615 or email: [contactus@west-midlands.police.uk](mailto:contactus@west-midlands.police.uk)

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**SECTION 1. ABOUT YOURSELF**

**(PLEASE USE BLOCK CAPITALS AND BLACK INK)**

Title: Mr  Mrs  Miss  Ms  Other title:

Surname/Family Name:

First name(s):

Maiden/Former Name(s):

Gender: Male  Female

Date of Birth:

Place of Birth: Town: County:

Height:

Current Address:  
(your enclosed Identification must show this address): This is the address to which replies will be sent unless you specify otherwise below

Post Code:

Daytime Tel. No(s): Mobile: Work: Home:

Alternative Reply Address  
Only complete this is if you wish us to send your reply to an address different to your current address.

Previous Address:  
If you have lived at the above address(es) for less than ten years please give your previous addresses for that period in this section. Please continue on a separate sheet if you need to and attach

The information supplied in connection with this application will be used for the purpose of administering this request and to ensure the accuracy of police systems.

**SECTION 2. INFORMATION YOU REQUIRE**

Tick here if you wish to access details of Arrests, Prosecutions, Convictions, Cautions, Reprimands & Warnings. It includes details of arrested persons, offenders, suspected offenders, cautioned, reprimanded and warned persons awaiting trial held on the Police National Computer (PNC). Not all arrests, prosecutions, convictions, cautions, reprimands and warnings are held on the PNC

Tick here if you wish to access personal data other than the above. To help us find any information that may be held about you, please supply additional details 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:

.....  
.....  
.....

A crime reference or incident number:

.....  
.....

A description of the circumstances in which you had contact with the Police - for example were you a person reporting an offence or incident; a witness, a victim, a correspondent, an offender etc?

.....  
.....

Dates and times:

.....  
.....

Any other information you have that can assist us in finding the information you seek:

.....

***Please note a failure to provide such details may result in your application being rejected and returned to you.***

Please note that we will only be able to provide you with information if you live or have lived in the West Midlands Police Force area or the specific incident you require information about took place in the West Midlands Police Force area. Otherwise you should apply to the Police force which covers the region or area concerned.

**SECTION 3. PROOF OF IDENTITY DOCUMENTS**

To help establish your identity your application must be accompanied by photocopies of at least **TWO** different official documents which between them provide sufficient information to prove your **name, date of birth, CURRENT address and signature**. *For example, a combination of driving licence, medical card, birth/adoption certificate, passport and any other official documents e.g. bank statement or utility bill which show those details.*

**SECTION 4. DECLARATION (TO BE SIGNED BY THE APPLICANT)**

Signature.....Date.....

**Warning - A person who impersonates another or attempts to impersonate another may be guilty of an offence.**

**CHECKLIST**

- Have you;**
- (a) Completed ALL sections of this form**
  - (b) Enclosed the CORRECT identification documents (photocopies only)**
  - (c) SIGNED the application form**
  - (d) Enclosed the £10.00 FEE**

**HELP DESK**

If you have difficulty completing this application form please contact Data Protection, Information Compliance Unit on 0121 626 5417 or 0845 113 5000 ext 7800 2615  
 More information can be found on our website:  
[www.west-midlands.police.uk/data-protection/index.asp](http://www.west-midlands.police.uk/data-protection/index.asp)

Date Application received:        /        /20		Date to NIS:        /        /20
Application checked and legible?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Method of Payment: <input type="checkbox"/> CHQ <input type="checkbox"/> PO <input type="checkbox"/> NONE
Identification documents checked?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Cash Receipt Number:
Returned application form?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Person Completing: <input type="checkbox"/> MB <input type="checkbox"/> SB <input type="checkbox"/> JS <input type="checkbox"/> KF
Returned Cheque?	<input type="checkbox"/> YES <input type="checkbox"/> NO	