



**Kent
Police**

Form 2902B: Application for access to your Data held on the Kent Police Local Computer Systems

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

Your Subject Access Rights

Subject to certain exemptions detailed in the Data Protection Act 1998, you have a right to be told whether any information about you is held on Kent Police Local Computer Systems and a right to be provided with a copy of that personal data within a 40 day period. Please allow additional time for postage.

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

Fee

Your Subject Access application will cost £10 (GBP). Payment may be made using a major credit/debit card. Cheque or Postal Order **made payable to KENT POLICE**. Cash can be accepted but it is not advisable to send it through the post. If you are returning both a local and a Police National Computer form, referring to the same individual, only one £10 fee is required.

Third Party Applications

We 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 application form and provided their identification documents.

Returning this form

The completed form, with appropriate fee, proof of Identity, date of birth and address documents should be sent to **Kent Police HQ, Data Protection, Legal Services, Sutton Road, Maidstone, Kent ME15 9BZ**

Should any advice or guidance be required in completing this application, please contact the Subject Access Clerk on **01622 652617** or e-mail:

data.subject.access@kent.pnn.police.uk

Personal Data Sought

If you require information from the Police National Computer about any Prosecution/ Conviction/ Caution/ Warning or Reprimand History you need to complete a different application form. This can be found on the ACPO website www.acpo.police.uk or by contacting ACRO on 0845 6013 999 or if calling outside of the UK, dial +441962 871111 (Mon-Fri 08:30-16:30)

Proof of Identity

Kent Police need to be satisfied that you are who you say you are. To help establish your identity your application must be accompanied by **copies** of two (2) different official documents, which between them provide sufficient information to prove your **NAME, DATE OF BIRTH, CURRENT ADDRESS & SIGNATURE.** For Example: Driving Licence, birth/adoption certificate, passport, medical card or utility bill. ***Please do not send originals.***

SECTION 1. ABOUT YOURSELF (Please use Block Capitals)

Title (Mr, Mrs, Miss, Ms, Dr, Rev, etc)..... First Name(s).....

Surname/Family Name..... Maiden/Former Name(s).....

Gender (Male/Female)..... Date of Birth.....

Place of Birth..... Height.....

Current Address (include Postcode)

Your current address must match the

address on your identification. This is

the address to which all replies will be

sent, unless you specify otherwise.

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Daytime Telephone Number(s) Home.....Mobile/Work

E-Mail Address(es)

Previous Addresses – If you have lived at the above address for less than ten (10) years, please give your previous addresses for that period. Continue on a separate sheet if necessary.

SECTION 2. PAYMENT DETAILS

Have you also completed a Subject Access Request for information held on the Police National Computer?

YES ☐ - You do not need to complete your payment details again, checks will be made with ACRO

NO ☐ - Please complete your payment details

Please note it is important you advise Kent Police if you have applied for a national AND local check to be carried out, you should only be charged £10 for both checks to be completed at the same time.

Payment can be made using the following major credit/debit cards. Please complete the details below.

Please charge my Credit/Debit Card with the Sum of £10

Visa ☐ MasterCard ☐ Maestro/Switch ☐ Visa Electron ☐

Card Number

Start Date / 3 digit security number
(Last group of numbers at the top of the signature strip)

Expiry Date / Issue Number (Switch only)

Card Holders Name (please print).....

Signed.....

Payment can also be made using a Postal Order or Cheque, **made payable to 'KENT POLICE'**

SECTION 3. Declaration (to be signed by the applicant)

- I have read and understood the guidance notes.
- The information, which I have supplied in this application, is correct, and I am the person to whom it relates.
- I have enclosed the original signed letter of authority or power of attorney (if applicable).
- I have enclosed the original signed letter of authority if you require us to speak to another person on your behalf.

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

A person who impersonates another or attempts to impersonate another may be guilty of an offence. Your signature must match the one provided with your submitted identification documents. Applications will be rejected where signatures do not match.

SECTION 4: INFORMATION REQUESTED

To help us find the personal information about you, please supply additional details in the box below (and continue on a separate sheet if necessary). 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; dates and times and any other information you have that can assist us in finding the information you seek. Please see page 4 for an Important Notice for people applying for personal Information under the Data Protection Act 1998.

If you have previously made a Subject Access Request to Kent Police please provide the reference number(s)

Continue on a separate sheet if necessary..

RESTRICTED (when complete)

IMPORTANT NOTICE FOR PEOPLE WHEN APPLYING FOR PERSONAL INFORMATION UNDER THE DATA PROTECTION ACT 1998

The Data Protection Act provides a right in law for individuals to be advised whether, and what, information an organisation is processing about them. In replying to applicants Kent Police pay due regard to the exemptions from this general right of access and may decline to provide such information where one or more of the following circumstances apply.

The release of the information could lead to the identification of another individual to whom Kent Police have a duty of confidence.

- Explanatory note: this will often be where the recorded information involves more than one individual, e.g. a crime report identifies both a victim and suspect/offender. The offender will not normally be given personal details of victims and vice versa.

Information being processed for the prevention or detection of crime or the apprehension or prosecution of offenders

- *Explanatory note: We will not release intelligence about an individual under these provisions if doing so could have an adverse effect on our statutory duties.*

Paper/manual records being processed, these could include investigation files

- *Explanatory note: Whilst the searching of electronic records can normally be completed using automatic search tools, searching for hand written records cannot and Kent Police will often need to be advised where such information is held before they can accept such a request.*

It should also be noted that release of personal information under this legislation is limited to information 'relating to the applicant'. ***It does not give a person access to information relating to other individuals.*** Any disclosable documents containing information that does not relate to the applicant will be redacted.

Information released under this legislation allows individuals to satisfy themselves that where information is being processed about them, that it is accurate, it is not excessive and it is not being kept longer than necessary.

It is therefore unlikely that this method will be an appropriate way to obtain information about others, nor is it likely to be suitable for individuals considering, or taking, legal action against an individual or organisation. In such circumstances the normal legal channels of discovery are generally more appropriate.

Police forces in the United Kingdom DO NOT issue documents described as 'certificates of good conduct' or 'Police clearance certificates'. Nor do they provide other evidence of good character. It should therefore be noted that the exercise of your rights under the Subject Access provision of the Data Protection Act 1998, will NOT provide you with a certificate of this nature.

WHEN REQUESTING INFORMATION IT WILL ASSIST US TO ASSIST YOU IF YOU CAN TELL US WHAT THE INFORMATION YOU ARE SEEKING RELATES TO.

Police Use Only

This section is to be completed by the Subject Access Clerk accepting the form.

- Application form checked and legible ☐
- Identity Documents Checked ☐
- Fee Paid ☐

Completed by: Signature: Name: