



## HUMBERSIDE POLICE DATA PROTECTION ACT 1998

How to apply for access to information held on Police records

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

### 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 Officer of Police will only give that information if he is satisfied of your identity. He does not have to give 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 to you being given information and send it with your application.

### Evidence of Character

To exercise your rights under the subject access provisions of the Data Protection 1998 will not provide you with a "Certificate of Good Conduct" or "Police Clearance Certificate."

### The Chief Officer's rights

The Chief Officer of Police may deny access to information where the Act allows but the main exemptions in relation to information held on Police computers are where the information is held for:

- the prevention of crime
- the apprehension or prosecution of offenders
- and giving you the information would be likely to prejudice any of the purposes.

### Fee

Payment must be made in pounds sterling to the value of £10. Cheques etc., should be made payable to Humberside Police.

### The application form

**Section 1** asks you to give information about yourself which will help the Chief Officer to confirm your identity. He has a duty to ensure that information he holds is secure and he must be satisfied that you are who you say you are.

**Section 2** asks you to provide evidence of your identity by producing two documents with your application.

When you have completed the form take it to a main Police Station in this force area or, if you are unable to take it, send it together with the required documents and fee to:-

**Humberside Police  
Corporate Development Branch  
Information Compliance Unit  
Police Headquarters  
Priory Road  
Hull HU5 5SF**

If you have any difficulty telephone the Information Compliance Unit (01482 317094 or 01482 317095).

*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.*

*In exceptional circumstances the information may be used for the purpose of preventing or detecting crime.*

PLEASE NOTE — The law requires that you receive a reply within 40 days of your request.



**Section 1b**  
**To help us find your information**

If you require information from the Police National Computer about  
**PROSECUTIONS, CONVICTIONS AND CAUTIONS HISTORY**

Tick here  or go to the next section

If you require information other than Prosecutions, Convictions and Cautions History, please provide  
Details, including where possible if you were:-

a person reporting an offence or incident .....

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a witness to an offence or incident .....

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date, time and place of incident .....

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details of incident .....

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a victim of an offence .....

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Any other information you can provide .....

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## Section 2 Proof of Identity

To help establish your identity your application must be accompanied by copies of two official documents which between them clearly show your name, date of birth and current address.

For example, birth/adoption certificate, driving licence, medical card, passport or any other official document which has your name and address on it.

## Section 3 Declaration

### Declaration (to be signed by an applicant)

The information which I have supplied in this application is correct, and I am the person to whom it relates.

Signed by

Date

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

## Check

Have you provided all the necessary information?  
Have you signed the form?

Have you enclosed the identification?  
Have you enclosed the fee?

## If you require additional information on your rights

The law is set out in the Data Protection Act 1998 obtainable from HSMO. Further information and advice may be obtained from:

The Information Commissioner's Office  
Wycliffe House  
Water lane  
Wilmslow  
Cheshire  
SK9 5AF Tel. 01625 545700 [www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)

**Please note that this application for access to information must be made direct to Humberside Police and not the Information Commissioner's Office.**

### This section for official use only

Application checked and legible

Identification Documents checked

Details of documents

Documents returned

Fee paid

Receipt Number

Method of Payment

Date application received

Officer completing this section

Rank  Number  Name

Station  Division

Date  Signature

Application form to be forwarded to Information Compliance Unit without delay