



## **DATA PROTECTION ACT 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 Officer of Police 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 to you being given information and send it with your application.

#### **Evidence of Character**

Police forces within the United Kingdom DO NOT issue documents variously 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 provisions of the Data Protection Act 1998, will NOT provide you with a certificate of this nature.

#### **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 OR DETECTION OF CRIME THE APPREHENSION OR PROSECUTION OF OFFENDERS**

and giving you the information would be likely to prejudice any of these purposes.

#### **FEE**

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

**'LINCOLNSHIRE 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 documents with your application.

**Section 3** describes the purposes for which the Chief Officer keeps and uses information on computers.

If you have any difficulty in completing this form take it to a police station in this Force area for assistance.

When you have completed the form please send it with the required documents and fee to:

**THE CHIEF CONSTABLE, ACCOUNTS DEPARTMENT,  
LINCOLNSHIRE POLICE HEADQUARTERS, PO BOX 999, LINCOLN, LN5 7PH.**

**Section 1**

**ABOUT YOURSELF**

The information requested below is to help the Chief Officer – (a) satisfy himself as to your identity, and (b) find any data held about you.

**PLEASE USE BLOCK LETTERS AND BLACK INK**

Title (tick box if appropriate)      Mr.       Mrs.       Miss       Ms

Other title (e.g. Dr. Rev., etc.)

Surname/family name

First names

Maiden/former names

Sex (tick box)      Male       Female

Date of birth

Place of birth

Height

Home Address

*A telephone number will be helpful in case you need to be contacted.*

Post Code       Tel. No.

If you have lived at the above address for less than 10 years please give your previous addresses for that period below. Continue on another piece of paper if you need to.

Previous address(es)

Dates of Occupancy      From       To

Previous address(es)

Dates of Occupancy      From       To

**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, driving licence, medical card or birth/adoption certificate, passport and any other official document which shows your name and address.

**DECLARATION - TO BE SIGNED BY THE 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.

**POLICE USE ONLY**

**TO BE COMPLETED BY THE OFFICER RECEIVING THIS APPLICATION.**

Fee Paid £ \_\_\_\_\_

Receipt Number \_\_\_\_\_

Method of Payment \_\_\_\_\_

Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_

Application checked and legible? Yes/No

Identification documents checked? Yes/No

Details of documents:  
\_\_\_\_\_  
\_\_\_\_\_

Documents returned? Yes/No

**OFFICER COMPLETING THIS SECTION:**

Name: \_\_\_\_\_ Rank: \_\_\_\_\_ Number: \_\_\_\_\_

Station: \_\_\_\_\_ Division: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Section 3**

**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:-

Date, time and place of incident: \_\_\_\_\_

Details of incident: \_\_\_\_\_

**Were you:- (tick box)**

- A person reporting an offence or incident
- A witness to an offence or incident
- A victim of an offence
- Other - please explain:- \_\_\_\_\_

**Please indicate, if you can, where you think the information may be located:-**

- |  |   |
|--|---|
| <input type="checkbox"/> Disqualified Drivers                    | <input type="checkbox"/> Wanted/Missing Persons                                     |
| <input type="checkbox"/> Fingerprints                            | <input type="checkbox"/> Message Log  |
| <input type="checkbox"/> Vehicle owner/keeper                    | <input type="checkbox"/> Stolen/suspect vehicles/property                           |
| <input type="checkbox"/> Incident Handling                       | <input type="checkbox"/> Crime Investigation/Recording                              |
| <input type="checkbox"/> Major Incidents                         | <input type="checkbox"/> Licensing and Registration                                 |
| <input type="checkbox"/> Complaints and Misconduct               | <input type="checkbox"/> Office Automation  |
| <input type="checkbox"/> Vehicle Fleet Management                | <input type="checkbox"/> Personnel/Employee Administration                          |
| <input type="checkbox"/> Magistrates Courts/Fixed Penalty System | <input type="checkbox"/> Aliens and Shipping  |
| <input type="checkbox"/> Financial                               | <input type="checkbox"/> Administration of Offences (Bail, Warrants, Custody, etc.) |

Any other information you can provide: \_\_\_\_\_

**MORE INFORMATION**

These notes are only a guide. The law is set out in the Data Protection Act 1998 available from H.M.S.O. Further information and advice may be obtained from:

**Information Commissioner  
Wycliffe House, Water Lane,  
Wilmslow, Cheshire, SK9 5AF.,  
Tel: 01625 545700**

*Please note that this application for access to information must be made direct to LINCOLNSHIRE POLICE  
and not the Information Commissioner*