**Subject Access Request**

**Data Protection Act 2018**

***(including the General Data Protection Regulation)***



This guidance is for the use and completion of applications for information held by the **Office of the Police and Crime Commissioner for South Wales only.** If you require this form in Welsh, please visit our website.

If you wish to request information that may be held by **South Wales Police** you must contact them by visiting their [Request information | South Wales Police](https://www.south-wales.police.uk/rqo/request/ri/request-information/) or telephone 101.

If you require further details or wish to discuss the application process, please contact the Data Protection Officer on 01656 869366 or by email at commissioner@south-wales.police.uk.

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 Police and Crime Commissioner will only give that information if she is satisfied of your identity. She 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 allow you to receive such information and send it with your application.

The Police and Crime Commissioner must reply to you within 1 month of receiving sufficient information to identify you and the information you require.

The Police and Crime Commissioner’s Rights

The Police and Crime Commissioner for South Wales may deny access to information where the Act allows should it be appropriate and reasonable to do so. 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

You will not be charged for this request, however if you require further copies of the information provided you may be charged a reasonable administration fee.

The Application Form

Should any advice or guidance be required in completing this application, please contact us on 01656 869366.

**When you have completed the form, please send it together with the required document(s) for the attention of the Data Protection Officer:**

**Email:** **Commissioner@south-wales.police.uk**

**OR**

**Post:** South Wales Police and Crime Commissioner, Police Headquarters, Bridgend, CF31 3SU

**Please note that incorrectly completed forms will be returned to the applicant.**

**REQUEST FOR YOUR PERSONAL DATA HELD BY THE OFFICE OF THE SOUTH WALES POLICE AND CRIME COMMISSIONER**

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| **Section 1. Personal Information** This section asks you to give information about yourself which will help the Police and Crime Commissioner to confirm your identity. She has a duty to ensure that information she holds is secure and she must be satisfied that you are the person you say you are.  |
| Title (Mr / Mrs / Miss / Ms / Dr, Rev etc.): |  | Surname:  |  |
| First Name(s): |  |
| Maiden/Former Name(s): |  | Gender: |  |
| Date of birth: |  | Place of Birth: |  |
| Current Address (including Postcode): |  |
| Telephone Number(s): Landline |  | Mobile:  |  |
| Email Address: |  |
| Previous Address(es):  |  |

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| **Section 2. Personal Data Sought** You should use this section to provide specific details about the information you require from the Office of the Police and Crime Commissioner for South Wales, to enable us to locate the information you require. |
| To help us find the information that may be held about you, please supply as much detail as possible about the information you require and specify exactly what information you are requesting. Please include where available dates and times; and 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, the request for disclosure will only cover data held by the Police and Crime Commissioner’s Office for South Wales. It will **not** cover data held by South Wales Police, the Police National Computer or any other police system. If you know the information is held by South Wales Police, please contact them directly, via their [website](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.south-wales.police.uk%2Frqo%2Frequest%2Fri%2Frequest-information%2Fir%2Fask-for-delete-change-information%2F&data=05%7C02%7CRhian.Williams3%40south-wales.police.uk%7Cf1428da1ca7b4756120a08ddad8cbc33%7C270c2f4dfd0c4f0892a9e5bdd8a87e09%7C0%7C0%7C638857542145752302%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=H35IIFNsoFtmxj3oJef7nKqaqXyakVjV%2BE7YVSZIEvw%3D&reserved=0).  |
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| Section 3. Delivery of Disclosure  |
| Preferred response method: | Email [ ]  | Post [ ]  |
| **If your preferred response method is email:** Please note that where an email response is requested, it will be sent to the email address you have specified. Please ensure it is accurate.To ensure the security of the information enclosed, you will be sent a disclosure email followed by a second email allowing you to access password protected PDF documents. You will need to have Adobe Acrobat on your device and follow the instructions contained in the email.  |
| Alternative postal address: (If you do not want the correspondence sent to your current address) |  |

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| Section 4. Proof of Identity Documents  |
| In this section, you should provide evidence of your identity by producing documents with your application. |
| To help establish your identity, your application must be accompanied by at least **two** different official forms of identification. Between them, they should bear a combination of your **name, address, signature, and date of birth** (e.g., Driving Licence, Passport, Medical Card, Birth/Adoption Certificate, Bank Statement, or Utility Bill). **Please do not send original documents as we cannot accept responsibility for their secure storage or return.**Please note that:* **Failure to provide acceptable proof of identity will delay your application.**
* **It is not possible to expedite your application.**
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| Section 5. Declaration  |
| The information which I have supplied in this application is correct, and I am the person to whom it relates.**Warning: a person who attempts to impersonate another may be guilty of an offence.** |
| Signature: |  |
| Date:  |  |

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| Checklist  |
| Have you completed all the required sections? |[ ]
| Have you specified the exact information required? |[ ]
| Have you enclosed adequate identification documentation? |[ ]
| Have you signed the declaration? |[ ]

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| Contact Details  |
| When you have completed the form, please send it together with the required document(s) for the attention of the Data Protection Officer: **Email:** **Commissioner@south-wales.police.uk****OR** **Post:** South Wales Police and Crime Commissioner, Police Headquarters, Bridgend, CF31 3SU. |

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| **More Information**   |
| These notes are only a guide. The law is set out in the Data Protection Act 2018 obtainable from H.M.S.O. Further information and advice may be obtained from:**The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF****Telephone Number: 0303 123 1113 Website:** [**www.ico.org.uk**](http://www.ico.org.uk)**Please note that this application for access to information must be made direct to the South Wales Police and Crime Commissioner and not the Information Commissioner.** |

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| **Official Use Only** **(Check that the form has been completed and is legible and you are satisfied with the applicant’s identity)** |
| Date Application Received: |  |
| Application Checked and Legible: | Yes / No |
| Identification Document(s) Checked: | Yes / No |
| Identity Document 1: |  |
| Identity Document 2: |  |
| Identity Document(s) Returned:(if applicable)  | Yes / No |
| Name: |  |
| Staff Number: |  |
| Date Request Completed: |  |
| Comments: |  |
| Retention Period: |  |