

GRAMPIAN POLICE

DATA PROTECTION ACT 1998

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

YOUR RIGHTS

Subject to certain exemptions, you have the right to be told whether any information is held about you and a right to a copy of that information. The Chief Constable will only give that information if he is satisfied as to your identity. He may not have to give you any information if someone else can be identified from it unless that person agrees. If you think that information might be held about you which may identify, or have been provided by another person, you may want to get that person's agreement to enable the information to be given to you, and send it with your application.

EVIDENCE OF CHARACTER

This application cannot provide you with evidence of your character however it will give you a copy of your conviction history which is suitable for visa and immigration purposes. If your request is in connection with employment within the UK you should apply to Disclosure Scotland on Tel No: 0870 609 6006 or at website www.disclosurescotland.co.uk. for a Basic Disclosure Certificate. A Basic Disclosure Certificate gives unspent convictions as explained within the Rehabilitation of Offenders Act 1974 and is suitable for most employment vetting.

THE CHIEF CONSTABLE'S RIGHTS

The Chief Constable may deny access to information where the Act allows. The main exemptions in relation to information held by the Police 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/Postal Orders should be made payable to GRAMPIAN POLICE. Please do not send cash through the post.

PROOF OF IDENTITY

Section 1 asks you to give information about yourself that will help the Chief Constable 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 3 asks you to provide evidence of your identity by producing documents with your application. Photocopies are acceptable if you are sending your application to us.

When you have completed the form, please take it to any of the main Police Offices in this Force area or send it together with the identification document and fee to

Data Protection Manager
Grampian Police
Information Disclosure Unit
Woodhill House, Westburn Road
Aberdeen AB16 5AB

THERE IS NO PUBLIC ACCESS AT THIS ADDRESS

PLEASE NOTE: The law requires that we reply to you within 40 days of receiving your application.

General advice on the Data Protection Act 1998 can be obtained from the Information Commissioner's Website www.dataprotection.gov.uk or by writing to the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

SECTION 1 - ABOUT YOURSELF

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

PLEASE USE BLOCK CAPITALS AND BLACK INK

Title: (tick where appropriate) Mr Mrs Miss Ms

Other Title: (eg Dr, Rev, etc) _____

Forename(s): _____

Surname/Family Name: _____

Maiden/Former Name(s): _____

Sex: (tick as appropriate) Male Female

Date of Birth: _____

Place of Birth: _____

Height: _____

Current Address: _____

Postcode: _____

Daytime/Contact Tel No: _____

If you have lived at the above address **for less than 10 years** please give previous address(es) for that period below. Please continue on a separate sheet of paper should you need to supply additional information.

PREVIOUS ADDRESS

1. 2.

3. 4.

It would be helpful to know why you require this information, eg immigration, including country, employment, etc. Please state: _____

SECTION 2 - INFORMATION REQUIRED

If you require information relating to **pending prosecutions, convictions or warnings** on

Scottish Criminal Record Office Computer please tick here

If you require information relating to **UK convictions** on

Police National Computer please tick here

If you require information held by Grampian Police **other than convictions** please provide details:

Were you: please tick box

A person reporting an offence or incident

A witness of an offence

A victim of an offence

Other (please explain) _____

Date, time and place of incident: _____

Details of incident: _____

SECTION 3 - PROOF OF IDENTITY

To establish your identity your application must be accompanied by official documents which show your **NAME, DATE OF BIRTH AND CURRENT ADDRESS**. This may require more than one document.

DECLARATION

Declaration - to be signed by the applicant

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

Applicant's Signature _____ Date _____

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

Enquiries regarding completion of the form to Grampian Police Data Protection Unit on Tel No 01224 305180, Fax 01224 305161. **Take the completed form to any of the main Police Offices or send to: The Data Protection Manager, Grampian Police, Information Disclosure Unit, Woodhill House, Westburn Road, Aberdeen, AB16 5AB.**

THERE IS NO PUBLIC ACCESS AT THIS ADDRESS

THIS SECTION FOR POLICE USE ONLY

This section MUST be completed by the member of staff accepting the form

Form checked and legible YES/NO Fee Paid (Amount) _____

Documents checked YES/NO Receipt No _____

Identification Documents _____ (attach a photocopy if possible)

Details of member of staff accepting the form MUST be noted below

Name _____ Post/Rank _____ ID No _____

Station _____ Div/Dept _____

Signature _____ Date _____