

# DATA PROTECTION ACT 1998

## HOW TO APPLY FOR ACCESS TO INFORMATION ABOUT YOU HELD ON THE POLICE NATIONAL COMPUTER (PNC)

You may use this form to apply for personal information relating to you held on the Police National Computer.

**Please note:** You *must* specify the information you require.

### Your Rights

Under the Data Protection Act 1998, you have the right to access information that may be held about you on the PNC. The following conditions apply:-

- You may only apply for a copy of your own record, not another persons, unless you hold power of attorney.
- It is the policy of the Metropolitan Police Service (MPS) not to support employers who insist on the results of a subject access check as a condition of employment.
- Once you have received your results, you are within your rights to refuse that information further.

### MPS Commissioner's Responsibilities

The Commissioner **must** be sure of your identity before supplying you with the information you have requested, therefore you must supply proof of identity (see below).

Your request for information may be denied where the Act allows. The Act provides exemptions in relation to information held for:-

- Prevention or protection of crime;
- Apprehension or prosecution of offenders; and
- National Security;

where disclosing that information to you would be likely to prejudice any of these purposes.

### When can you expect a reply?

Your completed application form, once received by the MPS, will be sent to the National Identification Service (NIS), where your application will be processed. The results will then be sent direct to you at the address quoted as the 'current address' on this form.

**You should receive a reply from NIS, within forty days of us receiving your correctly completed application form and fee. If you do not receive a response from NIS within the 40 day period, you should contact the MPS Public Access Office on (020) 7161 3500 as soon as possible. Requests for prioritisation of applications will not be considered.**

### What do you need to complete your application?

**Fee:** Payment must be in sterling to the value of £10.00. We accept cheques / Postal Orders made payable to 'The Metropolitan Police Authority'. Please note that the MPS does not accept the Euro or overseas Postal Orders, and does not recommend the sending of cash by post.

**Proof of identity:** We require proof of identity which shows your full name, current address and date of birth. This can be a passport, medical card, driving licence, bank statement or utility bill. Photocopied documents are acceptable. However, we reserve the right to request original documentation in some cases. **All documents will be returned by post.**

Your completed form, with payment and proof of identity, may be handed in at any MPS police station, or posted to: MPS Public Access Office, 20<sup>th</sup> Floor, Empress State Building, Empress Approach, Lillie Road, London SW6 1TR. **Please note: Hand delivered forms cannot be accepted at Empress State Building.**

For enquiries concerning the completion of this form, you should contact us by telephone on 020 7161 3500 during office hours (9am to 5pm) Monday to Friday. Further information can also be obtained from the MPS website @ [www.met.police.uk/dataprotection](http://www.met.police.uk/dataprotection).



About Yourself – Please complete clearly using BLOCK CAPITALS and black ink.

Title: Mr/Mrs/Miss/Ms/Other ..... Surname / Family name: .....

First Name(s): ..... Sex: Female  Male

Maiden / Other name(s): ..... Height: .....

Date of Birth: DD / MM / YY Place of Birth: Town, County and Country: .....

Current Address:\* .....

..... Post Code .....

Contact Phone Number – Daytime: ..... Email .....

\* If you have lived at the above address for less than 10 years, please include your previous address(es) on a separate piece of paper.

If you require information held on the Police National Computer about Prosecutions, Convictions and Cautions History, tick here

If you require information held on the Police National Computer other than Prosecutions, Convictions and Cautions History, please provide details:

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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 (N.B. before submitting the form, remember to include the fee and proof of identity which shows your full name, current address and date of birth.)

Applicant's signature: ..... Date: .....

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

Official use only

Application checked and legible: Yes  No  ..... Fee paid: £.....

Identification documents checked: Yes  No  ..... Method of payment:

Identification shown: ..... Cheque   
Passport  ..... Postal Order   
Utility bill  Credit card / Bank statement

Other  Give details ..... Receipt number: .....

Identification returned Yes  No

Officer completing this section:

Surname: ..... Rank/Position: .....

Date: ..... Signature: .....