



RESTRICTED (when complete) FOI Section 40 personal data

Subject Access Request Form

Article 15 of the EU General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR) grants you the right to access your personal data held by the Warwickshire Office of the Police and Crime Commissioner, including the right to obtain confirmation that we process your personal data, receive certain information about the processing of your personal data, and obtain a copy of the personal data we process.

Although you may make a subject access request to us by any means (such as via email or in person), this form contains details of all of the information that we require from you to process your request quickly and efficiently. We therefore recommend that you use this form to make any request for access to your information.

We expect to respond to your request within one month of receipt of a fully completed form and proof of identity.

In addition to exercising your access right, the GDPR also grants you the right to:

- Request correction or erasure of your personal data.
- Restrict or object to certain types of data processing.
- Make a complaint with the local data protection authority.

For more information on your rights under the GDPR and how we will use the information that you provide to us in this form, please see the Warwickshire Office of the Police and Crime Commissioner's Privacy Notice available at: <https://www.warwickshire-pcc.gov.uk/policies/privacy-policy/>

1. **Requester Details, Contact Information and Proof of Identity**

Please provide your information in the space provided below.

We will only use the information you provide on this form to identify you and the personal data you are requesting access to, and to respond to your request.

About the Data Subject	
Title	
Last Name	
First Names (include middle names)	
Maiden / Former Names	
Gender	
Date of Birth	

Current Home Address	
This must match the current address on your forms of identity	
E-mail address (if you would like our response to your request to be sent to you via e-mail)	
Format for response to be sent	Letter to home address: YES/NO (<i>please delete as appropriate</i>) E-mail to address provided above: YES/NO (<i>please delete as appropriate</i>)
Proof of Identity	
<p>We require proof of your identity before we can respond to your access request. 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, current address and signature. Photocopies are acceptable. If you would prefer not to send copies to us in the post or via email, you can instead contact us to arrange a time to attend our office in person so that we can check your ID.</p> <p>Examples for date of birth include birth / adoption certificate, medical card, passport and drivers licence (where a photo-card licence the counterpart / paper portion is unsuitable as the date of birth is encoded).</p> <p>Examples for current address include utility bill (gas, water, electric or telephone) council tax bill, bank / credit card statement, correspondence from the Inland Revenue or Benefit Agency, mortgage lender, professional body, solicitor's letter, correspondence from your employer (e.g. payslip / letter of appointment).</p> <p>If you do not have any of these forms of identification available, please contact us (our contact details are at the end of this form) for advice on other acceptable forms of identification.</p> <p>We may request additional information from you to help confirm your identity and your right to access, and to provide you with the personal data we hold about you. We reserve the right to refuse to act on your request if we are unable to identify you.</p>	

2. Information Requested

To help us process your request quickly and efficiently, please provide as much detail as possible about the personal data you are requesting access to. Please include time frames, dates, names, types of documents, file numbers, or any other information to help us locate your personal data.

For example, you may specify that you are seeking:

- Employment records or personnel records.
- E-mail or other electronic communications (specify the approximate dates and times).

- Photographs.
- Video footage.

We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search (for example, if you request "all information about me"). We will begin processing your access request as soon as we have verified your identity and have all of the information we need to locate your personal data.

Data Requested

In response to your request, we will provide you with the information required by Article 15 of the GDPR, including information on:

- The purposes of processing.
- Categories of personal data processed.
- Recipients or categories of recipients who receive personal data from us.
- How long we store the personal data, or the criteria we use to determine retention periods.
- Information on the personal data's source if we do not collect it directly from you.
- Whether we use automated decision-making, including profiling, the auto-decision logic used, and the consequences of this processing.
- Your right to:
 - request correction or erasure of your personal data;
 - restrict or object to certain types of processing with respect to your personal data; and
 - make a complaint with the local data protection authority.

If the information you request reveals personal data about a third party, we will either seek that individual's consent before responding to your request, or we will redact third parties' personal data before responding. If we are unable to provide you with access to your personal data because disclosure would violate the rights and freedoms of third parties, we will notify you of this decision.

Applicable law may allow or require us to refuse to provide you with access to some or all of the personal data that we hold about you, or we may have destroyed, erased, or made your personal data anonymous in accordance with our record retention obligations and practices. If we cannot provide you with access to your personal data, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

Declaration

To be signed and dated by the applicant. Failure to complete this declaration will delay the processing of your application.

The information which I have supplied in this application is correct and I am the person to whom it relates. I understand that: (1) the OPCC must confirm proof of identity and may need to contact me again for further information and/or require me to attend the OPCC office in person if necessary to confirm my identity, and (2) my request will not be valid until the OPCC receives all of the required information to process the request.

Signed by:

Name (in capitals):

Date:

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

When you have completed and checked this form, send it together with copies of the two identification documents to our Data Protection Office at the postal address or e-mail address below. Alternatively, you may contact us to arrange a time to attend our office in person so that we can check your ID.

Warwickshire Office of the Police and Crime Commissioner
3 Northgate Street
Warwick
CV34 4SP

E-mail: opcc@warwickshire.gov.uk

If you have any queries regarding this form or your application you can contact the Office of the Police and Crime Commissioner using the following details:

Tel: 01926 733523

E-mail: opcc@warwickshire.gov.uk