



HOW TO APPLY FOR ACCESS TO ANY OF YOUR PERSONAL INFORMATION HELD BY THE OFFICE OF THE POLICE AND CRIME COMMISSIONER FOR DORSET UNDER THE GENERAL DATA PROTECTION REGULATIONS / LAW ENFORCEMENT DIRECTIVE / DATA PROTECTION

SUBJECT DATA ACCESS REQUEST

The attached form is intended to help you to request access to any of your personal information that may be held by the Office of the Police and Crime Commissioner for Dorset.

This type of request is known as a Subject Access Request, and we are required to respond to such requests within a 30 day period.

Subject Access Rights

The General Data Protection Regulation (GDPR) provides individuals with the right to access their personal data. If you wish to exercise this right; complete the attached form carefully and return it to the address provided below.

Please note that the GDPR provides safeguards to any information that might be held on other individuals and so we are unlikely to disclose the personal information of other individuals in response to a subject access request from you.

Proof of Identity

The Office of the Police and Crime Commissioner needs to be satisfied that you are who you say you are. Consequently we ask you to provide evidence of your identity and address by supplying copies of at least two official documents which between them provide sufficient information to prove your name, data of birth, current address and signature, eg. birth/adoption certificate, driving licence, passport, medical card, utility bill or bank statement.

Please do not send original identity documents to us by post.

Returning this form

The completed form and identification should be returned to:

The Chief Executive
Office of the Police and Crime Commissioner
Force Headquarters
Winfrith
Dorchester
Dorset
DT2 8DZ

OFFICIAL – PERSONAL (When Complete)
PLEASE USE BLOCK CAPITALS

SECTION 1 – ABOUT YOURSELF							
Title:	Mr		Mrs		Miss		Ms
Other title: (Dr, Rev, etc.)							
Surname/Family name:							
First Name(s):							
Maiden/Former name(s):							
Date of Birth:							
Email Address:							
Current Address: (your current address MUST match the current address identity (this is the address to which your reply will be posted)).							
Post Code:							
Home Telephone No:							
Mobile Telephone No:							
Work Telephone No:							
Preferred method of contact: *Home Tel / Work Tel / Mobile Tel / Email *please circle							
If you have lived at the above address for less than 10 years, please give your previous (UK only) addresses for that period. Attach an additional sheet of paper to the form if necessary.							
Previous Address:							
Post Code:							
Date of Occupancy: From..... To:							
Previous Address:							
Post Code:							
Date of Occupancy: From..... To:							

SECTION 2 – PROOF OF IDENTITY DOCUMENTS

To help establish your identity your application must be accompanied by photocopies of at least TWO different official documents which between them provide sufficient information to prove your name, date of birth, current address and signature.

For example, a combination of driving licence, medical card, birth/adoption certificate, passport and any other official documents eg. Bank statement or utility bill which show those details and are no more than 3 months old.

SECTION 3 – INFORMATION YOU REQUIRE

To help us find the information that may be held by the Office of the Police and Crime Commissioner for Dorset, please complete the below as fully as possible. Please be specific and quote any reference numbers you may have. Continue on a separate sheet if necessary.

Please note that the Office of the Police and Crime Commissioner will only be able to provide you with information we hold, otherwise you will need to apply to Dorset Police.

A description of the information you are looking for:

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.

SECTION 4 – DECLARATION AND SIGNATURE

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

Signature:

Date:

WARNING:

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