

## Subject Access Request Form



You have a right of access to the information Police Scotland holds about you, subject to certain restrictions. For example, restricting your rights may be necessary to protect the rights and freedoms of third parties or to avoid prejudicing the prevention and detection of criminal offences.

To request information held by Police Scotland, please complete this form and return it with identification to:

[dataprotectionsubjectaccess@scotland.pnn.police.uk](mailto:dataprotectionsubjectaccess@scotland.pnn.police.uk)

Identification must comprise scans/ photographs/ photocopies of two official documents which confirm both your date of birth and current address - e.g. passport, driving licence, birth certificate, utility bill, etc.

Written confirmation of authority must also be included if you are acting on someone's behalf - for example a copy of any Power of Attorney or, for solicitors, a signed mandate.

Any hard copy completed forms can be posted to Information Management, Police Scotland, Second Floor, Woodhill House, Westburn Road, Aberdeen AB16 5GB or handed into any operational Police Office in Scotland.

Please call 101 and ask to speak to the Information Management team in your local area for further advice.

Provided we have sufficient information to locate the information sought and the Chief Constable is satisfied as to your identity, the legislation allows us one calendar month to reply to your request.

Please be aware that it is a criminal offence for someone to require you to make a subject access request - for example for your conviction history - in connection with:

- your recruitment or continued employment;
- any contract with you for the provision of services, e.g. as a self-employed person; or
- you being provided with goods, facilities or services, e.g. by an insurance provider

[Disclosure Scotland](#) (03000 200040) can advise in relation to employment related disclosures and they can also provide you with a Basic Disclosure (your unspent conviction history).

[ACRO](#) (02380 479920) provide police certificates for the specific purpose of emigrating to Australia, Belgium, Canada, the Cayman Islands, New Zealand, South Africa or the USA.

The [Information Commissioner](#) (03031 231113) can advise further in relation to your rights.

Please note that whilst we will always endeavour to respond to requests in the same format in which they are submitted, some information may require to be sent in hard-copy by post, depending on the format in which it is held.

Furthermore, whilst we are happy to respond by email, you should be aware that our response may include highly sensitive personal data and you should therefore consider whether email is a secure enough form of correspondence.

**OFFICIAL**

**Your Personal Details (please use block capitals & black ink)**

Surname		Title	
Forename(s)			
Maiden/Former/Other Name(s)			
Date of Birth		Gender	Male <input type="checkbox"/>
Place of Birth			Female <input type="checkbox"/>
Telephone No.(s)			
Email Address			
Current Address  (including postcode)			
Previous Address(es)  (for period covered by your request)			

**Personal Data Sought (please select all that apply)**

Information from the Scottish Criminal History System (CHS) and/or Police National Computer (PNC)  • Antecedent information - all convictions, Fiscal Warnings, Police Warnings etc.  • Pending case Information	<b>CHS</b>	<input type="checkbox"/>
	<b>PNC</b>	<input type="checkbox"/>
Other information (please provide details below)		<input type="checkbox"/>
Please describe the information sought providing reference numbers if you know them, the relevant dates and times and a description of the circumstances in which you had contact with Police Scotland - for example were you a person reporting an offence or incident, a witness, a victim, an offender etc.  Providing as much detail as possible will help us to locate any personal data that may be held.		

**Further Details**

[Empty space for further details]

**Declaration (to be signed by applicant)**

This information supplied above is correct and I am the person to whom it relates.

Signature:

Date:

**Warning – it is an offence to impersonate or attempt to impersonate another.**

**Official Use Only (to be completed by officer/staff member receiving this form)**

Name					
PSI Number					
Station/Department					
ID with date of birth		ID with current address		Form complete & legible	
Signature				Date	

**Please ensure all details are complete then scan and forward the form immediately to the [dataprotectionssubjectaccess@scotland.pnn.police.uk](mailto:dataprotectionssubjectaccess@scotland.pnn.police.uk)**