

## Individual Rights Guidance

Individual's rights to access information from Police Scotland has changed. This is due to the introduction of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) which came into force on 25 May 2018.

### Subject Access Request

Individuals ('data subjects') retain the right to make a Subject Access Request (SAR) for a copy of the personal data relating to them that is held by Police Scotland. Further information can be found on the Police Scotland internet site at <http://www.scotland.police.uk/access-to-information/data-protection/Subject-Access-Requests>

Requests are now free and must be responded to within one calendar month.

### Individuals' Rights

As well as a right to access (SAR), there are now several other 'Individual Rights' which include:-

- **Rectification:** correcting any data we hold about them which is inaccurate or incomplete
- **Erasure ('Right to be Forgotten'):** destroying personal data which we are not obliged to retain
- **Restriction of processing:** limiting what we do with personal data about them
- **Objection to processing:** preventing us from storing, using and sharing personal data

### Individual Rights application

- Anyone can download an application form (081-010) from the Police Scotland website by entering 'your rights' into the search facility or directly at [www.scotland.police.uk/access-to-information/data-protection/your-rights](http://www.scotland.police.uk/access-to-information/data-protection/your-rights)
- The individual can either hand their completed application form into a police station or email it to Information Assurance at [Information.Assurance@scotland.pnn.police.uk](mailto:Information.Assurance@scotland.pnn.police.uk)

### What to do if a hard copy application is handed into a police station

- Check that the application is completed in full and is legible. The applicant's identity should be confirmed against two official documents e.g. passport, driving license, utility bill etc.
- On successfully checking the application, it should then be scanned and emailed to Information Assurance at [Information.Assurance@scotland.pnn.police.uk](mailto:Information.Assurance@scotland.pnn.police.uk)
- The original hard copy should be disposed of as confidential waste.
- In exceptional circumstances it may not be possible to scan and email, then the completed application must be sent to Information Assurance, Police Scotland, Clyde Gateway, 2 French Street, Dalmarnock, Glasgow, G40 4EH.

### What to do when a verbal application is made

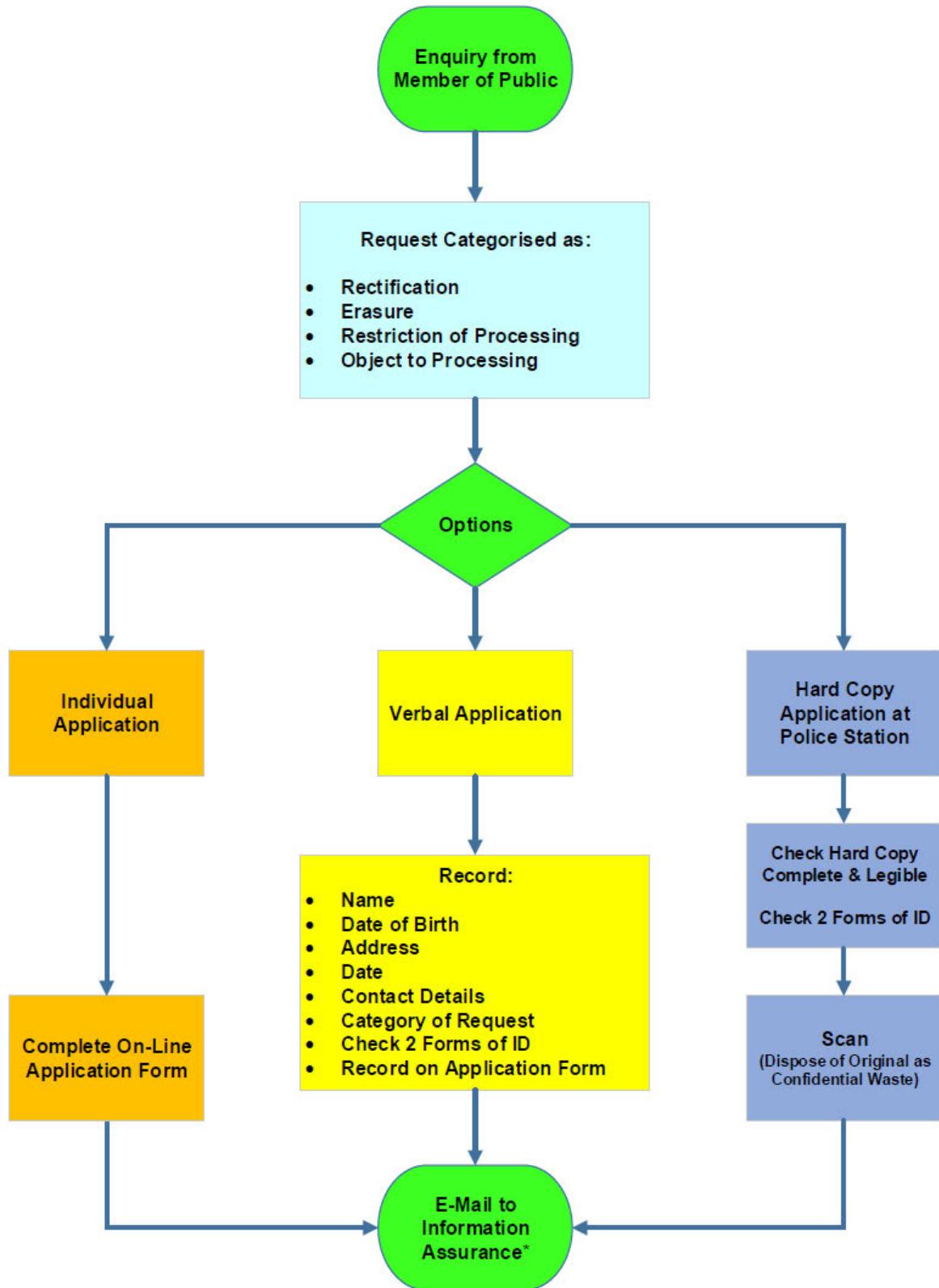
- Record the name, date of birth, address, date of application, contact details and category of the request.
- If you do not have immediate access to the form (081-010) it should be completed as soon as possible and then emailed to Information Assurance.
- You may need to contact the individual concerned to ensure all details are recorded accurately.
- Information Assurance have up to one calendar month to respond to a request so you must forward any requests immediately.

If you need any further assistance please email the Information Assurance Team at:

[Information.Assurance@scotland.pnn.police.uk](mailto:Information.Assurance@scotland.pnn.police.uk) or call them at the Glasgow office on [REDACTED]

[REDACTED] or Dundee on [REDACTED].

## Individual Rights



\*In exceptional circumstances when the application cannot be E-Mailed then the hard copy application should be sent to Information Assurance