

GREATER MANCHESTER POLICE

Data Protection Act 1998

Application for information held about you by GMP

Ref. No.

Please complete Sections 1 and 2 in ALL cases

Section 1

To make a request for information you will need to supply certain personal details and indicate the type of information you require.

Section 1a – About yourself

Title (please tick): Mr Mrs Miss Ms Dr other _____

Surname /family name: _____

First names: _____

Other / former / maiden names: _____

Date of birth: _____ Sex (please tick): Male Female

Place of birth: Town _____ Country _____

Postal/home address: _____
(address where the response should be sent)

Email address: _____

Telephone no. (home) _____ Telephone no. (work) _____

Other/previous addresses:

1) _____ 2) _____ 3) _____

(Please supply additional previous addresses on an extra sheet of paper)

Section 1b – The information you require (please tick)

Do you require information held on the Police National Computer (PNC)? Please tick the relevant category and supply additional information where indicated.

PNC Conviction History: Manual information Computer Information
(e.g. Microfilm)

Other PNC Categories: 1. Disqualified Drivers 3. Wanted/Missing 5. Fingerprints
2. Property Index 4. Vehicle Index* 6. Message Log

If you have ticked the PNC Category 6 above please also supply date of incident/crime: _____

*If category 4 is ticked please supply:

a) vehicle registration: _____ b) make: _____ c) model _____

Do you require information that may be held on GMP's own systems? (please tick) Yes No

If 'YES' you will also need to complete Section 3 with additional details to assist the search.

Please read the guidance notes overleaf and complete Section 2

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Proof of identity

Before information can be searched for and sent to you, your identity must be established. This is to ensure that not only do you receive the correct data but that other individuals cannot fraudulently obtain your data.

You will need to:

- Sign and date the form at section 2a - opposite
- Obtain a countersignature and have them complete section 2b - opposite
- Produce 2 items of identity with the form

Declaration

When you sign and date the form at Section 2a you are declaring that the information you have supplied is correct.

Countersignature

When you have completed the form and signed and dated the declaration you should take your form to a 'person of standing' who has known you for at least 12 months for them to countersign at Section 2b. Examples of such persons are doctors, local councillors, teachers, ministers of religion, solicitors, etc (please contact our offices should you be unsure whether the person qualifies as a 'person of standing'). The person should be over 18 years of age and NOT a family member. (Some of the above may charge for doing this).

Items of Identity

You are requested to supply TWO documents that can identify you, which between them should confirm your date of birth and address. These can be any of the following: birth certificate, passport, driving licence, medical card. However, credit/ bank/store cards and cheque books will not be accepted. The documents should be the originals - photocopies will only be accepted if they are certified by a solicitor or notary as a true copy of the original with official stamp thereon.

<p>REMEMBER: IF YOU ARE REQUESTING CCTV/VIDEO FOOTAGE OR PHOTOGRAPHS YOU WILL ALSO NEED TO SUBMIT A CLEAR PHOTOGRAPH OF YOUR FACE (e.g. PASSPORT PHOTO) WITH YOUR FORM TO ASSIST IN THE SEARCH FOR YOUR IMAGES.</p>
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What next?

When you have:

- fully completed section 1, (i.e. given your full name, address, date of birth, etc)
- completed section 2a,
- obtained the countersignature (section 2b), and
- completed section 3 (if you also require local GMP data)

take your form to your local GMP police station together with the items of identity and the standard fee of £10.00 (cheques or postal orders must be made payable to Greater Manchester Police).

The enquiry counter staff will check both proofs of identity, give you a receipt for the fee and complete section 2c.

Overseas applicants are requested to send the form, fee (in sterling), and items of identity by post to: Information Management Section, GMP Police Headquarters, 8th floor, Chester House, Boyer Street, Old Trafford, Manchester M16 0RE.

Bank drafts and cheques should contain the name and address of a bank in the UK.

Reply

The Data Protection Act allows us 40 days in which to respond to your request. However, this period cannot start until we have all the information necessary to process the application.

Queries?

The Information Management Section can be contacted at GMP Headquarters, telephone: **0161 856 2531** or **0161 856 2532** or **0161 856 2529** or **0161 856 2511**.

Applications for other organisations*

This form should be used for PNC and GMP information only. If you require access to information that may be held about you by the National Crime Squad or the National Criminal Intelligence Service (i.e. NCIS, incorporating National Football Intelligence) or the National DNA Database application forms can be obtained from:

**The Data Protection Officer
National Crime Squad
PO Box 2500
London
SW1V 2WF**

**Data Protection Section
NCIS
PO Box 8000
London
SE 11 5EN
Tel: 020 7238 8000**

**National DNA Database
PO Box 9652
Oldbury
Birmingham
B69 2NS
Tel: 0121 606 2950**

*Correct at time of going to print

Section 2 Proof of identity

Ref. No.

2a. 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.

Signature: _____ Date: _____

Warning: a person who impersonates or attempts to impersonate another may be guilty of a criminal offence

2b. Countersignature

I confirm that I know the applicant and verify their identity.

Signature: _____ Date: _____

Full name _____

Occupation _____

(must be a 'person of standing' as detailed on page 2)

Home address _____ Business address _____

Telephone _____ Telephone _____

email address _____

How long have you known the applicant? _____ years (must be for at least 1 year)

OFFICIAL USE ONLY

2c. Administration details

Application checked and legible Fee paid £ _____

Identity documents checked Receipt number _____

Confirmed d.o.b. on form matches d.o.b. on ID Method of payment _____

Documents returned Date received _____

Document details Type of document produced: _____ Reference number: _____

1 _____

2 _____

Officer details

Name _____ Div/Dept _____

Rank/post held _____ Collar/PIN _____

Station _____

Date _____

Signature _____

Section 3 GMP local information

Ref. No.

Personal information held by GMP has been registered with the Information Commissioner for the following purposes:

- Policing
- Administration and ancillary support for the policing purpose
- Staff administration

3a Policing

This purpose relates to all the policing activities carried out by GMP that enable us to prevent and detect crime, apprehend and prosecute offenders and is applicable to members of GMP and individuals who have had dealings with the police in some way, for example: as current or past victims of crimes, incidents or road traffic accidents, offenders or suspected offenders, witnesses, complainants, etc.

Type of information held

Information held for this purpose includes:

Information relating to **operational policing** such as incidents, crimes, and road traffic accidents reported to GMP; arrest, custody and detention records; reports of antisocial behaviour; lost/stolen/found property records; criminal intelligence; stop check/search, etc.; and information relating to more specific or specialised tasks, operations or investigations such as serious crime investigations, fraud enquiries, football intelligence; family support units; CCTV and imaging; vehicle crime and the Crime and Community Profiler Database, etc.

Your request

To help us to find any information that may be held about you, please supply the following additional details: (In all cases ensure you have completed Section 1)

Please specify /describe the nature of the information you are looking for:

Crime number _____ and/or Incident number _____

Regarding this crime/incident, were you a:

Victim Witness Person reporting Person accused

Were you arrested and/or charged? Yes No

Date of incident/crime _____ Times of incident/crime _____

Location/address of incident/crime _____

Vehicle details (if your request involves your vehicle)

Reg. No. _____ Make _____ Model _____

IMPORTANT

Your request for local information may require us to seek consent from other individuals and organisations that have provided information about you to the police (such as victims, offenders, witnesses, etc.).

In seeking consent, it may be necessary to disclose the fact that you have made this subject access application. Please indicate below whether you object to disclosure. If you do object, this may result in some information being withheld where third parties can be identified.

I object to details of my application being disclosed.

Signed:

Date:

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3b. Administration and support functions

This section relates to the supporting functions of GMP and are applicable to members of GMP and individuals who have had dealings with the police in some way, for example: current or past correspondents and enquirers, complainants, suppliers of goods or services, contractors, tenders, customers, applicants for licences, etc.

Type of information held

Information held to provide an administrative or support function to GMP includes: information for the management of watch schemes; crime prevention initiatives; community or partnership ventures; information relating to GMP's accounts - debtors/creditors, contractors, tenders, suppliers, expenses, payroll, etc.; licence applications; fixed penalty notices and motoring offences; court admin.; warrants applications; and planning resourcing information for emergency situations and major event management.

Your request

To help us to find any information that may be held about you, we need further details. (In all cases ensure you have completed Section 1):

Please specify or describe the nature of the information you are looking for:

Please supply all relevant dates, correspondence/licence reference numbers, and the division/department who dealt with your original enquiry.

IMPORTANT

Your request for local information may require us to seek consent from other individuals and organisations that have provided information about you to the police (such as victims, offenders, witnesses, etc.).

In seeking consent, it may be necessary to disclose the fact that you have made this subject access application. Please indicate below whether you object to disclosure. If you do object, this may result in some information being withheld where third parties can be identified.

I object to details of my application being disclosed.

Signed:

Date:

Section 3 GMP local information

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3c. Staff administration

This purpose relates to the internal personnel function and is applicable to: current, past, full time and part time members of GMP (police, specials and support), job applicants, contract workers, consultants, etc.

Type of information held

Information held for this purpose includes:

Recruitment details, personal employment record, payroll, staff development, training received and scores or results of tests undertaken, pensions, resource management, performance monitoring, duty rotas, email, complaints investigations and disciplinary hearings/actions, details of grievances lodged and outcomes, and medical, health, and welfare information*.

***Important note:** your application to this category will be progressed by the data protection audit clerks in conjunction with the force medical officer/occupational health and welfare manager. A copy of the information will be retained in secure storage in the data protection unit for two years. A fee of up to £50.00 may be charged in relation to requests for medical records. (Charges for Health Records may be subject to change).

Your request

To help us to find any information that may be held about you, please supply the following additional details (in all cases ensure you have completed section 1):

Please specify/describe the nature of the information that you are looking for:

Are you a:

Police officer:

Serving no longer serving PIN/collar no. _____ Last date of service _____

Support staff:

Serving no longer serving PIN/collar no. _____ Last date of service _____

Special constable:

Serving no longer serving PIN/collar no. _____ Last date of service _____

Job applicant: current past

Post title: _____ Job ref: _____

IMPORTANT

Your request for information may require us to seek consent from other individuals and organisations that have provided information about you (such as colleagues, supervisors, divisional and branch commanders etc.).

In seeking consent, it may be necessary to disclose the fact that you have made this subject access application. Please indicate below whether you object to disclosure. If you do object, this may result in some information being withheld where third parties can be identified.

I object to details of my application being disclosed.

Signed:

Date:

