



Date: 15/08/2023
Our ref: 01/FOI/23/011105/Q

FREEDOM OF INFORMATION REQUEST REFERENCE NO: 01/FOI/23/011105/Q

I write in connection with your request for information dated 27/07/2023, received by Greater Manchester Police (GMP) for the following information:

I would like to be furnished with the document or guidelines that explain what actions you MUST take when you receive a request a Subject access request.

IE. How you are to gather this information and the steps you take. What actions / searches you take, and on what Police computer systems, Emails, correspondence, mobile phones

Result of Searches

Following receipt of your request searches were conducted within Greater Manchester Police (GMP) to locate the requested information and I can confirm the information requested is held by GMP.

GMP do not hold a viewable document on how we process a subject access request, however, please see below for the initial steps taken once we do receive this kind of request.

- The applicant sends in a subject access form, this is then checked by our admin team to ensure it is completed correctly.
- We then check the 2 forms of ID that have been provided as proof of identity. If none have been sent in, then this is sent back to applicant to request.
- Once this has been completed, we then search GMP systems to gather the relevant requested information relating to the applicant's personal data held.

You can find access to the start of the process here <https://www.gmp.police.uk/rqo/request/ri/request-information/ir/ask-for-delete-change-information/>