Data Protection Act 2018
Right of Access Request

*For guidance on completing this application form see each corresponding section and the Guidance Notes Section towards the end of the document.*

This application form should be used by members of the public/staff who want to apply for access to personal data held within the Metropolitan Police Service (MPS) systems. Under Part 3 of the Data Protection Act 2018 (DPA 2018) and the General Data Protection Regulations (GDPR) individuals have the right to access their personal data and supplementary information, subject to certain restrictions.

Although you are not required to complete any section of the form to exercise your right of access, you must as a minimum supply (in any format) enough information to process your request. Failure to provide sufficient information may limit our ability to locate data relevant to your submission and it may result in a determination that your request is excessive. To prevent delays, you are advised to provide as much information related to your request as possible. You may be contacted for further details or to clarify the scope of your request.

|  |
| --- |
| **Section 1 – Your personal details (to be completed by the data subject)*****To be completed in all cases*** |
| To help us find the personal information to which you are requesting access, please provide your personal identifying details in the fields below. Section 5 outlines the proof of identity documents that are a mandatory requirement to submit a valid application. Please consider the details you provide in Section 1 and the documents you provide in support to meet Section 5 carefully. Any discrepancies will be considered at the triaging stage of your request, and you may experience delays to the acceptance of your application if we need to return to you for omitted information or to query discrepancies.  |
| ~|**Last name / family name**|~ | *Enter text* |
| ~|**First name(s)**|~ | *Enter text* |
| ~|**Maiden / Other name(s)**|~ | *Enter text* |
| ~|**Title**|~*(Mr, Mrs, Ms, Dr, Rev., Mx etc)* | *Enter title* | ~|**Date of Birth**|~(DD/MM/YYYY) |  *Enter date* |
| ~|**Place of Birth**|~~|(Town and Country)|~ | *Enter text* | ~|**Gender at Birth**|~ | *Enter gender* |
| ~|**Telephone number(s)**|~ | *Enter text.* |
| ~|**Your email address**|~ | *Enter text* |
| Once you complete and enter your email address or phone number, we will only communicate with you via this email address or number and not any other. This address will be used for disclosure if specified below in Section 2. |

**Version MP04/23/2**

|  |
| --- |
| **Section 1 continued – Your personal details (to be completed by the data subject)*****To be completed in all cases*** |
| ~|**Current residential address**|~This is the address you currently reside in. The proof of identity documents you supply must relate to this address. |
| #|Flat No|# | *Enter text* | #|Building Name|# | *Enter text* |
| #|House Number|# | *Enter text* | #|Street|# | *Enter text* |
| #|Town|# | *Enter text* |
| #|District|# | *Enter text* | #|Postcode|# |  *Enter text* |
| #|Country|# | Select Country or Territory  |
| ~|**Previous Addresses**|~If you have lived at your residential address for less than ten years, please give your previous addresses (including dates) for that period in the box to the right. Continue a separate sheet if required. |
| *Enter text* |
| ~|**Employment with the MPS**|~**(Only complete if it relates to you)**If you currently work or have previously worked for the MPS, we need you to provide your warrant (or pay) number and any other details that may help us to retrieve your data. |
| ~|I am a…|~ | *Former or current MPS employee* |
| ~|Pay or Warrant Number|~ | *Enter text* |
| ~|Last date of service|~ |  *Enter date* |
| **Next Step: Please move on to section 2** |

|  |
| --- |
| **Section 2 – correspondence and disclosure details*****To be completed in all cases*** |
| ~|**Method of disclosure**|~Postal mail is the most secure method of disclosure and will be our default method for any highly sensitive documents. However, you can choose to have the data sent via email if you prefer. Please tick only **ONE** box to indicate your preference. | Choose disclosure method  |
| **Send by email\*\*** to the address above*\*\* Note that most email accounts are NOT secure and could be compromised. You take responsibility for* choosing *this method. We strongly advise that if you want sensitive personal data sent to your email address that you move it to a more secure location and delete it immediately from your email account.***Send by Post** to my current address or the alternate address when that field is completed. |  *Where there is a large amount of data that would be difficult to send digitally or data, we deem to be sensitive, we reserve the right to send hardcopy via recorded mail.* |
| *Requests can be made by individuals themselves or made via a solicitor or other representative. Requests made by the individual themselves will result in any correspondence or disclosure being delivered to the address (physical or email) listed in section 1. If this is not suitable then an alternative delivery address can be provided.* ***You need to choose one of the options below to inform us of to whom and where we should send correspondence and disclosure.*** |
| ~|**Correspondence and**|~ **disclosure options (select one option)** | ~|[ ]  **Send to Nominated Representative (to be specified in Section 3)** |~OR | **Next Step: Please move on to section 3** |
| ~|**Correspondence and**|~ **disclosure options (select one option)** | [ ]  **Deliver to the my current residential address (specified**|~ **in section 1)**OR | **Next Step: Please move on to section 5** |
| ~|**Correspondence and**|~ **disclosure options (select one option)** | ~|[ ]  **Deliver to an alternative address**|~ **(to be specified in section 4)** | **Next Step: Please move on to section 4** |

|  |
| --- |
| **Section 3 – About your Nominated Representative** ***Only to be completed if you want someone else to act on your behalf*** |
| Requests can be made by individuals themselves; or made via a solicitor or other representative. You must provide the Nominated Representative’s details in this section if you wish the MPS to correspond with them on behalf of the Data Subject.  |
| ~|**Relationship to**|~ **Data Subject** (e.g., legal representative, parent/guardian) | ~|[ ]  **Solicitor or Charity**|~We may verify your credentials against the relevant register.~|[ ]  **Family/Friend/Other**|~Please note that we may need to verify ID. |
| **~|Last name / family** **name**|~ | *Enter text* |
| ~|**First name(s)**|~ | *Enter text* |
| ~|**Name of organisation**|~ | *Enter text* |
| ~|**Details of Nominated Representative**This will the address where we will send our response to your request. |
| #|Flat No|# | *Enter text* | #|Building Name|# | *Enter text* |
| #|House Number|# | *Enter text* | #|Street|# | *Enter text* |
| #|Town/City|# | *Enter text* |
| #|District|# | *Enter text* | #|Postcode|# | *Enter text* |
| #|Country|# | Select Country or Territory |
| ~|**Organisation reference**|~(e.g. for solicitor) | *Enter text* |
| ~|**Contact number**|~ | *Enter text* |
| ~|**Email address**|~ | *Enter text* |
| **Nominated Representative Letter of Authority Requirement** |
| Please note: In order to enable the MPS to correspond and discuss this request with the nominated representative a signed and dated letter of authority from the data subject must be supplied alongside this form. The data subject’s signature on the letter of authority will be verified. |
| **Next Step: Please move on to section 3** |

|  |
| --- |
| **Section 4 – Delivery to an alternative address*****Only to be completed if you want our correspondence/disclosure to be delivered to an address other than that specified in section 1. All correspondence will be addressed to the individual in section 1. Do not complete this section if you have completed section 3.*** |
| If you do not have a Nominated Representative but wish for the MPS to post to another postal address such a work address or the address of a family member/friend, you will need to enter this below. |
| ~|**Alternative Address**|~Only complete this if you want your disclosure to be sent to this address otherwise leave it blank.This section enables safeguarding of any person that may feel at risk if they were to receive their disclosure to their residential address. |
| #|Flat No|# | *Enter text* | #|Building Name|# | *Enter text* |
| #|House Number|# | *Enter text* | #|Street|# | *Enter text* |
| #|Town/City|# | *Enter text* |
| #|District|# | *Enter text* | #|Postcode|# | *Enter text* |
| #|Country|# | Select Country or Territory |
| **Next Step: Please move on to section 5** |

|  |
| --- |
| **Section 5 – Proof of Identity** |
| To help establish your identity your application **must** be accompanied by copies of **official** document(s) bearing your **full** **name, date of birth, signature,** and **current address**. **All proof of address documents should be dated within the last six months.** Please note in some circumstances it may be necessary for us to request original identification documents.**Proof of ID (full name, date of birth, signature) examples:** passport, driving licence, residence permit, a combination of birth certificate and signed bank card etc.**Proof of current residential address:** bank statement, utility bill, medical letter, housing letter etc. - dated within six months of submission with your application.Please note you are also required to provide the same proof of identity of any person you want to represent you (see section 3) who is not a UK registered solicitors or charity. *If you’re unsure if your document meets our requirements, please submit it and our triaging team will provide further guidance upon consideration.* |
| **Next Step: Please move on to section 6** |

|  |
| --- |
| **Section 6 – About your requested data*****To be completed in all cases*** |
| To help us to find the information to which you are requesting access, please provide details of the specific information you require in the sections below.Failure to provide sufficient information may limit our ability to locate data relevant to your submission or result in a determination that the request is excessive. To prevent delays, and to ensure that we can provide you with the information you are seeking to access, you are advised to provide as much information related to the data requested as possible. You may be contacted for further details or to clarify the scope of your request. (See guidance notes for further information). |
| **IMPORTANT:** **Please note the MPS remit covers the Greater London Area. Please consider whether the MPS will be likely to hold your personal data.** **The MPS do not police most offences that occur in the** [**City of London**](https://www.cityoflondon.police.uk/)**, outside of the London area or in areas covered by** [**British Transport Policing**](https://www.btp.police.uk/)**.****The MPS refer fraud offences to Action Fraud (covered by City of London police) and therefore fraud requests must be submitted to** [**City of London**](https://www.cityoflondon.police.uk/)**.** |
| ~|**Please specify what documents/information you require.**If you know the name of the document you are seeking (i.e., a crime report, statement, CAD report) please provide it as this will help us respond more quickly to your request. However, if you do not know this detail, please describe what you are seeking (i.e., details of the investigation into the burglary of my house)|~ |
| *Click or tap here to enter text* |

|  |
| --- |
| **Section 6 continued – About your requested data** |
| ~|**Description – What happened to cause you to have contact with police?** e.g. “I was burgled” or “I was arrested for Criminal Damage”. This information will assist us in narrowing our searches to locate your data as quickly as possible.|~ |
| *Click or tap here to enter text* |
| ~|**When did it happen? Please give approximate dates/timeframe if you are not certain.** e.g. between 2010 & 2011 - OR – 14/12/2023|~ |
| *Click or tap here to enter text* |
| ~|**Where did it happen? What person or department did you have contact with at the time?** e.g., PC 212WA or John Smith at Ealing Police Station|~ |
| *Click or tap here to enter text* |
| ~|**Relevant Reference Numbers**Please give any relevant reference numbers you were given at the time that might help us locate it (e.g. CRIS 1212123/16 or CAD 12345/12APR22).|~ |
| *Click or tap here to enter text* |
| **Next Step: Please move on to section 7** |

|  |
| --- |
| **Section 7 – Declaration** |
| **If signed by the Data Subject**[ ]  The information supplied in this application is correct, and I am the person to whom it relates (section 1).Or**If signed by the Nominated Representative**[ ]  The information supplied in this application is correct to my knowledge, and I am acting on behalf of the person to whom it relates. *Please note that if this form is signed by the representative then a separate signed and dated letter of authority is required.* |
| ~|Signature|~ |  | ~|Date|~ |  *Enter date* |
| **You will need to sign this form physically or digitally (rather than type your signature) and your signature will be matched to your signature on the proof of identity documents you have provided. If they do not match your request will be rejected.****Warning - a person who impersonates or attempts to impersonate another may be guilty of an offence.****Please note that until the minimum required information and the appropriate identification is received your Right of Access request will not be valid and we will not be able to start processing it.** |
| **Next Step: Please read the “What to do next” and “Additional guidance notes” pages below to ensure you have provided the required information**  |

**What to do next?**

What to do next

You have now completed all the relevant sections of the form. Refer to our guidance notes below for further questions about this application form.

Please check you have:

* Completed all the parts you need to (clearly and legibly). [ ]
* Enclosed copies of official forms of identification (as per section 3). [ ]
* Signed the form (section 7 and 3, if applicable). [ ]
* Provided sufficient information to enable us to locate your personal data. [ ]
* Provided a signed letter of authority or proxy if applying on behalf of another. [ ]

When you have completed the form send it, together with the required identity documentation, to MPSDataOffice@met.police.uk

If you prefer to send the application by post instead, please send to:

Information Rights Unit,
PO BOX 313,
SIDCUP
DA15 0HH

*Please note that the MPS take no responsibility for any letters or applications posted to us that are not delivered to our offices by the Royal Mail or other postal services. In addition, the MPS do not accept responsibility for letters posted to the MPS where incorrect and insufficient postage is paid. Please ensure that you pay the correct postage on your mail as Royal Mail will not deliver your postal item to us without the appropriate full postage being met by the sender.*

**YOU (YOUR NOMINATED REPRESENTITVE) MAY BE CONTACTED TO CLARIFY OR CONFIRM DETAILS WITHIN THIS FORM AS NECESSARY.**

**IT IS RECOMMENDED THAT YOU COMPLETE THIS FORM WITH THE GUIDANCE NOTES TO ENSURE THAT YOUR REQUEST IS COMPLIANT AND INCLUDES SUFFICIENT DETAIL.**

**Need Help with Completing This Form?**
If you have any queries about how to complete this form. Please email MPSDataOffice@met.police.uk

**Additional guidance notes**

Please do not send original copies of your documents. However, if you do these will be returned to you via registered post.

**I am of no fixed abode how do I prove my address?**We understand that some applicants will be of no fixed abode, however we do still need to verify who applicants are and we are required to ask for proof of your full name, date of birth and your signature and your current residential address.

To assist applicants in these circumstances we ask that you do one of the following: -

* Provide a sworn affidavit signed or stamped by a Commissioner of Oath or Notary Public (solicitor or legal advisor). This must be dated within six months of your submitted application.
* Provide a written letter from a hotel/hostel/sheltered housing where you might regularly or temporarily stay. This letter must be on headed paper from the organisation and include your full name and date of birth. This letter must be dated within six months of your submitted application.
* If neither of the above apply and you are staying with friends or family temporarily, we will accept your application and your identity documents along with your ‘friend’s’ identity documents and proof of address together with a covering letter from your ‘friend’ confirming that you are temporarily staying with them. This letter must be dated within six months of your submitted request.

**I require a report that relates to my child.***My child is 12 years old or under*
When requesting information on behalf of a child under 12, the request can come from a parent or carer with full caring responsibility.

You will need to provide proof of your own identity (full name, date of birth, signature, and current residential address) in addition to this, we also require your dependents documents which shows how they are linked to you (i.e., birth certificate/adoption paper and/or order which provides you with full custody of the child).

If you do not have full parental responsibility, then you will need to provide a letter of authority from the main carer that they consent to the application being submitted on their and the child’s behalf by you. This letter must be dated within six months of your submitted request/application. Identification documents are required for all parties involved in this instance. Until we are satisfied these conditions are met, we will not be able to proceed with the request.

*My child is 13 years old or above*

The request should directly come from your child because they are considered of age to act independently under the DPA. However, with the child’s consent they can ask a parent/carer to act on their behalf. Identity documents are required from the child; however, we understand that this may not be possible because a 13-year-old may not have the required proof of Identity.

Your child’s school may be willing to write a letter (on school headed paper) to support the application which needs to include the following: the child’s full name, date of birth and residential address. The letter must also contain the signature of the child as a witness.

If the 13-year-old wishes for another person to act on their behalf, we will accept the ID and a letter of authority from the child giving consent to the named person. We will require the consented individual provide their identification documents when the application is submitted.

For further information and guidance please refer to the below advice from the Information Commissioner’s Office. [https://ico.org.uk/for-organisations/accountability-framework/records-of-processing-and-lawful-basis/risk-based-age-checks-and-parental-or-guardian-consent/](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fico.org.uk%2Ffor-organisations%2Faccountability-framework%2Frecords-of-processing-and-lawful-basis%2Frisk-based-age-checks-and-parental-or-guardian-consent%2F&data=04%7C01%7Cjoanna.tew%40met.police.uk%7C04caef512b82475903a908d8bc6bbefa%7Cf3ee2a7e72354d28ab42617c4c17f0c1%7C0%7C0%7C637466518238259080%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=GytRvly5FU%2BJj9gThxdSc1cxUXCx%2F81dd%2BNU277u1HE%3D&reserved=0)

## *I want to see a list of my convictions and cautions can I get this from you?*

If you require a check to be made against your conviction history records (PNC check) e.g., for visa purposes **DO NOT** use this form. The processing of PNC applications is carried out by the Association of Chief Police Officers Criminal Records Office (ACRO) on our behalf. To obtain the appropriate form go to [https://www.acro.police.uk/Subect-access-(1)](https://www.acro.police.uk/Subect-access-%281%29) where you can download a copy of the PNC application form or contact them on 02380 479920, or, if calling from outside the UK, dial +44 2380 479 920 (Monday to Friday 07:30 – 19:30). Email: customer.services@acro.pnn.police.uk

## *My employer is asking for disclosure is this the correct process to obtain something?The MPS does not provide PNC (Police National Computer) disclosures for employment vetting services. If you require a disclosure for UK employment purposes, please contact the Disclosure and Barring Service on: 03000 200 190 or via their website* <https://www.gov.uk/government/organisations/disclosure-and-barring-service>*. The current procedure whereby companies require individuals to exercise their rights under Right of Access provisions in Part 3 of the Data Protection Act 2018, as a form of vetting is unlawful.*

## *I need to see un-redacted reports or the data of other people – how do I get this?*

Completing this application form and submitting a Right of Access Request is not the correct route because the right of access provisions provide a right to an individual to review their personal data only. When the MPS release reports under Right of Access we review each document and redact any data held within the relevant report(s) that an applicant is not entitled to. This is not an automated decision and typical redactions that we make are to remove third party data (i.e., other people’s personal data) or details of an investigation that you may not be entitled to see if a relevant exemption applies. If we were to release third party data under the right of access provisions, we would need the explicit consent from that third party. If you do require third party information the below options maybe more suitable for you.

**Third-Party Data for use in Legal Proceedings**

If you or your solicitor require the contact details of a third-party in relation to pursuing legal proceedings, you can write to the Commander of the Borough where the incident occurred quoting Schedule 2, Part 1, Section 5(3)(a)(b)(c) of the DPA. Your request will then be risk assessed to decide if it can be released.  Please note, the release of the material is at the discretion of police

**Court Order**

Should the information you have requested be required for a court case, it may be prudent to obtain a court order for the information. Your legal representative or HM Courts Service will be able to assist you with this. The court order should be directed to the Commander of the Borough that dealt with your investigation. <https://www.met.police.uk/contact/af/contact-us-beta/contact-us/.>
 **How does the MPS process my data?**For further information on how the MPS will process the information you provide please refer to <https://www.met.police.uk/privacy-notice/>