



BAILIWK OF GUERNSEY LAW ENFORCEMENT

*Working together to make the Bailiwick safe and secure
Nous travail ensemble pour protéger et sauvegarder le Baillage*

Disclosure & Vetting
New Jetty
White Rock
St Peter Port
Guernsey
GY1 2LL

APPLICATION FOR ACCESS TO YOUR PERSONAL DATA **SUBJECT ACCESS REQUEST**

Tel (01481) 741462

Section 7 of the Data Protection (Bailiwick of Guernsey) Law, 2001

This form is to be completed **in full** by the applicant. Please use BLOCK capitals.

Should you have any queries regarding the completion of this form please contact Disclosure and Vetting on (01481) 741462

Your application can be submitted in person or by post. If you wish to do so in person, you will need to attend the Enquiry Desk at the New Jetty between the hours of 9 am and 3 pm Monday – Friday.

A fee of **£10** is payable at the time of making the request. This can be paid either in cash, cheque or credit/debit card. If your application is to be sent by post, please do not include cash. Cheques should be made payable to “The States of Guernsey”. A receipt will be issued.

You will be required to produce **adequate personal identification**. If submitting your application by post, you will also be required to send a utility bill, bank statement etc. dated within the past three months and containing your current address. Certified photocopies of personal identification are acceptable.

SECTION 1 – APPLICANT’S DETAILS

Title	Mr / Mrs / Miss / Ms / Other		
Last Name			
Forename(s)			
Former Name(s)			
Date of Birth		Place of Birth Town & County/Country	
Address This address should match that on your id			Postcode
Contact Telephone Number		Email	

If you have lived at the address shown above for less than ten years please give your previous addresses for that period in the table below. Continue on a separate sheet if you need to.

Address	Postcode

SECTION 2 - PERSONAL DATA SOUGHT

Please tick the relevant box. You can request all data types within the same Subject Access Request.

Conviction data only	
Data related to a specific incident/s	
Personal data stored on the Police National Computer (PNC) and the local Police systems comprising prosecutions, convictions, cautions, reprimands and warnings	
Personal data stored on the Guernsey Border Agency systems. Please complete Section 3 with any details that would assist in your request. Without sufficient information to guide the search Guernsey Border Agency may be unable to complete your request appropriately.	
Other personal data you believe to be held by Guernsey Police. Please complete Section 3 with any details that would assist in your request. Without sufficient information to guide the search Guernsey Police may be unable to complete your request appropriately.	

SECTION 3 – ADDITIONAL INFORMATION TO SUPPORT REQUEST

If you wish to receive your personal data in relation to more than one incident please complete the boxes below for one incident and provide the details of the other incident(s) on an additional sheet of paper.

Incident Date		Incident Time (if known)	
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Personal Involvement (please tick)				
Person Reporting		Suspect		Other (please state)
Victim		Witness		

Brief Details of Incident

If your vehicle was involved please complete the following table :

Make		Model	
Registration		Colour	

SECTION 4 – DECLARATION (to be signed by the applicant) WARNING – A person who impersonates another or attempts to impersonate another may be guilty of an offence.

The information supplied in this application is correct and I am the person to whom it relates.

Signature Date

Once completed this form should be returned to Disclosure and Vetting Unit at the New Jetty, together with the relevant identification and fee.