



# 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

Tel (01481) 741462

## SUBJECT ACCESS REQUEST

### RIGHT OF ACCESS TO YOUR INFORMATION

*Section 15 of the Data Protection (Bailiwick of Guernsey) Law, 2017  
Section 13 of the Data Protection (Law Enforcement and Related Matters) (Bailiwick of Guernsey) Ordinance, 2018*

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 Disclosure & Vetting Service Counter at the New Jetty between the hours of 9 am and 3 pm Monday – Friday.

You will be required to produce **Photographic 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

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

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 YOU REQUIRE**

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

Personal data stored on the Guernsey Border Agency (GBA) systems		Please complete section 3 in full
Data held by Bailiwick Law Enforcement related to a specific incident (s)		Please complete section 3 in full
Other personal data you believe to be held by Guernsey Police		Please complete section 3 in full
Personal data stored on Police Nation Computer (PNC) and the Guernsey Police systems comprising: prosecutions, convictions, cautions, reprimands and warnings		

**SECTION 3 – ADDITIONAL INFORMATION TO SUPPORT YOUR REQUEST – WITHOUT SUFFICIENT DETAIL, WE MAY BE UNABLE TO PROCESS YOUR 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.

<b>Incident Date</b>				<b>Incident Time (if known)</b>			
<b>Personal Involvement (please tick)</b>							
<b>Person Reporting</b>		<b>Suspect</b>		<b>Victim</b>		<b>Witness</b>	<b>Other</b> (please State)
<b>Brief Details of Incident</b>							

If your vehicle was involved please include the information required below:

<b>Make</b>		<b>Model</b>		<b>Colour</b>		<b>Registration</b>	
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**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 .....

**Please return this completed form to the Disclosure and Vetting Unit at the New Jetty, together with the relevant identification and proof of address if this is a postal application.**