

# SUBJECT ACCESS APPLICATION FORM



## How to apply for access to information held on local systems at the Isle of Man Constabulary

**Please read these instructions carefully**

**This form should only be used to apply for a copy of your personal information held locally by the Isle of Man Constabulary.** If you require a copy of your criminal conviction history (arrests, convictions, cautions, reprimands, warnings) held on the Police National Computer (PNC), DO NOT USE THIS FORM. You need to apply direct to ACRO. Please visit [www.acro.police.uk/subject\\_access.aspx](http://www.acro.police.uk/subject_access.aspx) for a copy of the application. Alternatively, telephone: +44 (0)2380 479 920 (Monday – Friday 07:30-19:30).

### **Requests for information for immigration purposes**

If you require a visa to travel to the United States of America, Canada, New Zealand, Australia, Belgium, Cayman Islands or South Africa you will need to apply for a police certificate. Applications can be made by visiting the following website [www.acro.police.uk/police\\_certificates.aspx](http://www.acro.police.uk/police_certificates.aspx). If you require a disclosure for emigration to a country other than those listed above, you should contact the relevant embassy or high commission for advice regarding whether an ACRO police certificate is acceptable.

### **Requests for information for employment purposes**

Applications for the purpose of employment with children, the elderly or the vulnerable should be directed to the Disclosure and Barring Service via a registered body, Information relating to this can be found at [www.gov.im/categories/working-in-the-isle-of-man/disclosure-and-barring-service/dbs-checks-faqs/](http://www.gov.im/categories/working-in-the-isle-of-man/disclosure-and-barring-service/dbs-checks-faqs/). If you require disclosure for other employment purposes or a personal licence, please contact Disclosure Scotland via <https://www.mygov.scot/disclosure-types/>. The 'basic disclosure' they provide takes account of the Rehabilitation of Offenders Act.

Certain employers and organisations such as recruitment agencies may attempt to exploit the Subject Access provision by requiring individuals to use it to obtain a copy of their criminal convictions (or evidence that there is nothing held) as part of recruitment or continuing employment processes. This practice is known as Enforced Subject Access as covered by Regulation 143 of the General Data Protection Regulation and Law Enforcement Directive Implementing Regulations 2018. It is a criminal offence for a current or prospective employer or recruitment agency to require an individual to make a Subject Access request as a condition of employment or for the provision of goods or services. They should instead use the existing formal criminal records check arranged and operated by the Disclosure and Barring Service, Disclosure Scotland or Access Northern Ireland.

### **Your rights**

You have a right to be told whether the Isle of Man Constabulary holds any information about you (your 'personal data') and a right to a copy of that information, unless certain exemptions apply. This must be provided to you within 30 days. However, this period will not commence until we have received all appropriate information necessary to process your application and satisfactory proof of your identity.

### **Chief Constable's rights**

The provisions of the GDPR and LED Implementing Regulations 2018 mean that in certain circumstances some personal data will not be provided. For example, you will not be provided with personal data if releasing it to you would be likely to prejudice a criminal investigation, and we may not provide you with information that identifies other individuals.

## What to do next?

**1.** Print this form and complete **sections 1, 2, 3, and 4.** Fields marked \* are **mandatory.**

If you are applying **on behalf of someone else** you must enclose a signed letter of consent from that person, authorising you to act on their behalf.

## 2. Proof of Identity

The Isle of Man Constabulary needs to be satisfied that you are who you say you are. Your subject access application must be accompanied by at least two forms of identification, (one must be photographic and contain your signature). Between them, they should bear a combination of your name, recent current address, photograph, signature and date of birth (e.g... Driving Licence, Passport, Medical Card, Birth/Adoption Certificate, Bank Statement or Utility Bill). **Please do not send original documents as these will not be returned.** However, we reserve the right to request original documentation in some cases. Where we request original documents, they will be returned by registered post.

**3.** The completed form and proofs of identity can be emailed to: [dhavettinganddisclosures@gov.im](mailto:dhavettinganddisclosures@gov.im)  
Alternatively, you can hand deliver to any police station or post your application to:

**Data Protection Officer  
Isle of Man Constabulary  
Police Headquarters  
Dukes Avenue  
Douglas  
Isle of Man  
IM2 4RG**

Failure to supply any of the above items will delay the processing of your application.

## What happens next?

The Isle of Man Constabulary will process your request and send a confirmation response to the email address provided in your application if required. If you do not have an email address, please include a telephone number as an alternative method of contacting you, as it may be necessary for us to contact you for further information to complete your request. Once we have completed your request, we will post your disclosure to the address you have provided on the form, via Royal Mail recorded delivery signed for service.

## Your Privacy

The information you provide in your application will be used for processing your request and for any other policing purpose. We will contact you in the event that we require additional documentation, information or clarification. We will store your Subject Access request on our systems for a minimum of 24 months.

*Please note it is unlawful for you to be asked to request a subject access request for employment purposes. Other methods are available such as Police Certificates which covers these matters. Any "forced" Subject Access Request asked for as a part of work applications are likely to be refused.*

## Help and Assistance

Should any advice or guidance be required in completing this application, please telephone 01624 631394, 01624 631546 or email: [dhavettinganddisclosures@gov.im](mailto:dhavettinganddisclosures@gov.im)

(Go to next page to complete the form)

# Application for access to your personal data held on the Isle of Man Constabulary information systems

Article 15 of the applied General Data Protection Regulation (as applied by the General Data Protection Regulation (Isle of Man) Order 2018), and Regulation 44 of the GDPR and LED Implementing Regulations (Subject Access)

\* = Mandatory field

## Section 1. About Yourself (Please use block capitals and black ink)

\*Title (Mr, Mrs, Miss, Ms, Dr, Rev etc.) ..... \*Surname/Family Name .....

\*First Name(s) .....

\*Maiden/Former Name(s) ..... \*Gender (Male/Female) .....

\*Date of Birth ..... \*Place of Birth (Town & County/Country) .....

\*Current Address (include Postcode) .....

.....

.....

\*Daytime Telephone Number(s) Landline ..... \*Mobile .....

*These will assist us if we need to get back in touch with you to discuss your application.*

\*Email Address .....

### Previous Addresses

*(If you have lived at your current address for less than ten years, please give your previous addresses for that period in the box to the right.*

*Continue on a separate sheet if you need to).*

## Section 2. Personal Data Sought

To help us find any information that may be held about you, please supply additional details in the box below (and continue on a separate sheet if you need to). *To assist us, you are advised to include, where relevant, a description of the information you are looking for; a crime reference or incident number, a description of the circumstances in which you had contact with the Police – for example, were you a person reporting an offence or incident, a witness, a victim, a correspondent, an offender etc?; dates and times; and any other information you have that can assist us in finding the information you seek. Please note: failure to provide such details may result in your application being rejected and returned to you.*

### Section 3. Proof of Identity Documents

To help establish your identity, your application must be accompanied by at least two forms of **recent** identification (one must be photographic and contain your signature). Between them, they should bear a combination of your **name, recent proof of address, photograph, signature and date of birth** (e.g.. Driving Licence, Passport, Medical Card, Birth/Adoption Certificate, Bank Statement, or Utility Bill). **Please do not send original documents as these will not be returned.** However, we reserve the right to request original documentation in some cases. Where we request original documents, they will be returned by registered post.

### Section 4. Declaration

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

Signature .....Date .....

**If you are signing this form on behalf of someone else, state who you are signing for (see notes to assist)**

I am signing on behalf of..... and I have attached a letter of consent

Signature .....Date .....

**Warning – a person who impersonates another or attempts to impersonate another may be guilty of an offence**

### CHECKLIST

**I HAVE DESCRIBED THE INFORMATION I REQUIRE**

**I HAVE INCLUDED IDENTIFICATION DOCUMENTS**

Should any advice or guidance be required in completing this application, please contact:

Email: [dhavettinganddisclosures@gov.im](mailto:dhavettinganddisclosures@gov.im)

Telephone: 01624 631394 or 01624 631546

Post: Data Protection Officer, Isle of Man Constabulary, Police Headquarters, Dukes Avenue, Douglas, Isle of Man IM2 4RG

### For Office Use Only

**To be completed by Information Compliance:**

Check that the form has been completed and is legible and you are satisfied with the applicant's identity. Then complete the form below accordingly.

Application checked and legible? Yes  No  Date application received complete .....

Identification documents checked? Yes  No  Identity document(s) detail .....

Received by: (Name) .....