

What is my right?

The Data Protection Act (Act) gives you the right to find out what personal information the police hold about you. A request for your personal information is called a 'subject access request' (SAR). Further details about subject access requests can be found in guidance in our document library.

What do I need to do?

You must make your SAR in writing, although you can use the standard form available on the Isle of Man of Man Constabulary's website. Keep a copy of your request.

You will need to provide the police with:

- a request in writing, or a copy of their form filled in correctly;
- a fee for £10 (this is the maximum fee and covers all information);
- proof of your identity; and
- a photograph, if you are requesting CCTV footage.

The Isle of Man Constabulary's standard form explains what details they need to find the information you have requested, and what proof of ID they will need to see. The police do not have to comply with your request until they have received the information they reasonably need to identify you and to locate the information you want.

Will I get everything I ask for?

Not always - the Act includes exemptions from the right of access that allow the police not to release information in some circumstances. In particular, they do not have to release information to you if this 'would be likely to prejudice the prevention or detection of crime' in a particular case. This could include situations where information relates to an ongoing investigation.

The police may also have to edit the information they send you to remove information about other people.

How long do I have to wait?

Your request must be dealt with promptly, and at the most within 40 days of receiving the request, the fee and any other information they need to identify you and locate the information you have requested.

What if I have not received anything within 40 days?

If you do not receive your information in 40 days, then you should contact the police again and ask them when they will be supplying your information to you. If they still do not comply, or do not give you all the information you think you should have, please contact the Information Commissioner for further assistance.

Acknowledgement

Some of the information contained in this document has been extracted from guidance documents published by the UK Information Commissioner's Office.