

Every person has the right to access their personal data that is being processed by any controller, including the police. This includes, for example, staff, witnesses, or individuals under investigation or convicted persons. This is known as making a 'subject access request' (SAR).

What do I need to do?

You can make a SAR in writing or verbally. If you make a verbal request, we recommend that you follow it up in writing (including by email) to ensure you have a copy of your SAR for your records (this will be needed if you need to make a complaint). If you are requesting CCTV footage you may also need to provide a photograph. If the Constabulary has "reasonable doubts" about your identity it can ask for 'necessary' additional information to confirm your identity and does not need to comply with your SAR until it is provided.

If you make a SAR by email or online submission, then the Constabulary can, unless you state you want a hard copy, provide the response in a 'commonly used electronic form'.

How long do I have to wait?

The Constabulary must deal with your SAR without undue delay, but at the latest, one month after receipt of the SAR and either:

- a. provide a copy of your personal data (and details about the processing of your personal data),
- b. advise you that it is not taking action on your SAR, and why; or
- c. advise you that there is to be an extension to the time taken to comply with your SAR. (The rules around time extensions are covered in other guidance.)

Will I get everything I ask for?

Not always - the right is not absolute and there are 'exemptions' that mean the Constabulary may not be required to release information in some circumstances. In particular, it does 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.

You are not entitled to copies of documents - the Constabulary can extract your personal data and provide it to you in a new document or spreadsheet.

You are also not entitled to information about other people. The Constabulary may, therefore, edit the information they provide to you to remove information about other people.

What if I have not received anything within a month?

If, within a month, you do not receive your information, or advice that the time is to be extended, or confirmation that no action is being taken on your SAR, then you should contact the Constabulary's data protection officer in the first instance. (Contact details are on the Constabulary's website)

If you do not receive a satisfactory response, you may make a complaint to the Commissioner by completing the Complaint Form on the website.

Further guidance about the right of access is on the website.

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