

## **Subject Access Application Form**

If you would like to have access to your personal information or to exercise your other rights in respect of your personal information, please complete and return this form to us.  
**Please take time to read the following information before completing the form.**

Under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, you are entitled to access, change, restrict or delete personal information held by the PCC within one month of us receiving your completed application, unless there are certain exemptions. This is known as your right of “subject access”.

We require proof of your identity before we can disclose, change, restrict or delete personal data. Please provide a copy of recent correspondence giving your name and address eg recent utility bill, a driving licence or passport. If you are not the data subject but an agent appointed on their behalf you will need to provide written evidence of your authority to act on their behalf.

### **Your details**

<b>Title</b>	
<b>Surname</b>	
<b>First names</b>	
<b>Former/maiden name</b>	
<b>Address (including postcode)</b>	
<b>Previous address (if relevant to request)</b>	
<b>Daytime telephone number</b>	
<b>Email address:</b>	

**Details of your personal data which the Police and Crime Commissioner may hold:**

Please provide as much information as possible about the personal data that may held by the Office of the Police and Crime Commissioner e.g. type of information (ie emails, letters, reports), and the timeframes for this information (ie to/from dates). Please continue on a separate sheet if necessary.

**Action to be taken:**

Please state what action you would like the OPCC to take with your personal information (based on your rights under UK GDPR). This can include but not limited to disclosure of your information to you, correction of inaccurate or incomplete data, the deletion of your personal data, or a restriction on the way your personal data is used.

**Third parties:**

The information requested could include information on third parties, this may be removed if we do not receive their consent to disclose it.

Would you like us to contact third parties to obtain their consent?

Please note: If you do not tick a box, we will not contact third parties for their consent.

☐ **Yes**

☐ **No**

If you tick yes, are there certain third parties that you do not want us to contact?

☐ **Yes**

☐ **No**

If you tick yes, please provide details:.....

## **Declaration**

This form must be signed by you (the data subject) or your agent (if applicable).

I confirm that the information I have supplied is correct and that I am the person to whom it relates.

**Data Subject Signature**

**Date**

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Please ensure you enclose with your signed form:

- Evidence of your identity

I confirm that I am authorised to act on behalf of the data subject and that their personal information will be disclosed to them through me.

**Agent's name and signature**

**Date**

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Please ensure you enclose with the signed form:

- Evidence of the identity of the data subject
- Evidence of your authority to act on their behalf

Please return this form (together with evidence of identity and if applicable agent's authority to act) to our Data Protection Officer, Office of the Police and Crime Commissioner, The Long Barn, Dean Estate, Wickham Road, Fareham, Hampshire, PO17 5BN. Telephone number: 01962 871595. Email: [opcc.dataprotection@hampshire.police.uk](mailto:opcc.dataprotection@hampshire.police.uk)

Additional notes:

- If you require more than one copy of the data, we may charge a reasonable fee for further copies.
- If your request involves additional costs we may charge a reasonable fee.
- If your request is excessive we may charge a reasonable fee or refuse to provide you with a copy of the data.

## **Privacy Notice**

The Office of the Police and Crime Commissioner collects the above information about you in order to carry out your request for access to any of your personal information that we may hold. This is so that we can comply with our legal obligation to meet your data subject rights under the UK GDPR and the DPA 2018.

For more information on your data subject rights please see our General Privacy Notice: <https://www.hampshire-pcc.gov.uk/privacy-policy>