

Application for Access to your Personal Data held by the Royal Gibraltar Police

Subject Access Request pursuant to the Data Protection Act 2004

Your Subject Access Rights

Subject to certain exemptions, you have a right to be told whether the Royal Gibraltar Police (RGP) holds any information about you (your 'personal data') and a right to be provided with a copy of that personal data within one month of your request. If you wish to exercise those rights please complete this form carefully and follow the instructions regarding the proof of identity, and ways to return the form to the RGP. **Please note that a SAR Certificate will include all information held on an individual by the RGP including: details of all arrests, convictions, as well as any cautions and NFA (No Further Action) outcomes.** Under Data Protection legislation the RGP may, in certain circumstances, decide not to provide you with some personal data. For example, we will **NOT** provide personal data if we feel that by doing so it would prejudice any policing business. In such a case, the reasons for the restriction will be provided.

Requests for Information for Pre-Employment Vetting

If you require a police check for pre-employment vetting, please **DO NOT** complete this form. Prospective employers are required to obtain a Vetting Certificate.

Third Party Applications

We can only supply your personal data to you. Should you be making an application on behalf of any other person (third party), please ensure you enclose an original letter of authorisation from that individual (the person who the information is about). Please also ensure that this individual has signed the application form and provided their identification documents.

Fee

The Subject Access Request application is free of charge. However, a reasonable fee may be charged for manifestly unfounded or excessive requests.

Proof of Identity

Passport and ID card will be accepted as valid forms of identification providing they clearly show your photograph, personal information, expiry date and nationality. A copy will be made at the Police Station when you hand in your application.

Returning this Form

Completed forms with proof of identity must be handed at the New Mole House Public Counter Monday to Thursday from 0830 hrs to 1500 hrs, and Friday 0830 hrs to 1430 hrs. Alternatively post to Force Administration, New Mole House, Rosia Road, Gibraltar, or Email: forceadmin@royalgib.police.gi

Fair Processing Information

The information is processed in accordance with the RGP Management of Police Information (MOPI) Code of Practice.

Data Protection Officer Details

Darrien Ramos, New Mole House, Rosia Road, Gibraltar. Email: dpo@royalgib.police.gi

Form Guidance

PLEASE USE BLOCK CAPITALS only throughout the form to assist in processing your request.

FOR OFFICE USE ONLY			
Certificate No.:		Date:	DD/MM/YYYY
Date Collected:	DD/MM/YYYY	Issued By:	
Signature of Person Collecting:			
Name of Person Collecting:			
<input type="checkbox"/> There are no previous convictions recorded against the applicant		OFFICE STAMP	
<input type="checkbox"/> Attached, please find conviction(s)			

PERSONAL INFORMATION

Title:	Mr. Mrs. Miss. Ms. Other (please specify):
Forename(s):	
Surname(s): (Family Name)	
Previous Name:	
Date of Birth:	DD / MM / YYYY
Place of Birth: (Including Town & Country)	
Passport or Identity Card Number:	

CONTACT DETAILS

NOTE: Providing these details may reduce any delay in processing your application should the RGP need to contact you to clarify any of the information you have given. By providing these details, you give consent for the RGP to contact you by this method.

Contact Tel No. 1:		Contact Tel No. 2:	
Email Address:			
Current Address: (This is the current address at which you reside not a PO Box)			

ADDRESS HISTORY

Note: Please state all addresses applicant has resided at during the last seven years. If Applicant has moved to Gibraltar from abroad within the last five years please state last address prior to moving to Gibraltar.

ADDRESS	DATE FROM (mm/yyyy)

APPLICANT DECLARATION

The information I have supplied in this application is correct and I am the person to whom it relates. By signing this form I accept the terms and conditions and I confirm that I wish to be supplied with information held about me by the Royal Gibraltar Police.

Signature: _____ Date: _____

A person who impersonates or attempts to impersonate another person may be guilty of an offence.

PRIVACY NOTICE

The information supplied in connection with this application will be used to administer this request and will be retained for a period not exceeding 2 years.
 The Royal Gibraltar Police processes all personal information in accordance with the General Data Protection Regulation and Data Protection Act 2004. Further information in relation to this is available on our website at: www.police.gi