

Dear Sir/Madam

SUBJECT ACCESS APPLICATION
DATA PROTECTION (JERSEY) LAW 2005/ DATA PROTECTION ACT 1998

With reference to your recent enquiry, we enclose for your attention a Subject Access Application form for completion. Please note that in terms of conviction information there are separate types of checks that you can request as detailed below, and that there is a fee of £10.00 payable for each check.

IMPORTANT NOTE

Instructions on completion of the form are set out below. Please note that to obtain a full conviction history applications have to be made for both Police National Computer (PNC) records under Section 2(1) and local States of Jersey Police conviction records under Section 2(2.)

This is due to the fact that some Jersey convictions are recorded directly onto the national PNC system, and are not locally recorded. Therefore Subject Access Requests which are made solely under local legislation, may result in only identifying the more minor type of convictions recorded on States of Jersey Police databases.

The fee payable for a combined check is £20.00

SECTION 2 (1)

Complete this section if your request is solely for Subject Access to the **Police National Computer**, known as the **PNC**. This system is the United Kingdom's national database for police conviction records. All convictions, other than those for minor offences, including those committed by persons convicted before Jersey Courts, will be recorded on the PNC. Please note that we only act as Agents for provision of this information by administering the application form.

We are therefore unable to enter into any correspondence relating to the processing of the requested information. Provision of information is under the terms of the Data Protection Act 1998 and will be sent to you direct from the United Kingdom. We would inform you that a reply may take up to 40 days from receipt of the completed form. **A fee of £10.00 is payable for this single check to comply with the UK Data Protection Act.**

SECTION 2 (2) & 2(3)

Please complete these sections to obtain Subject Access to information held on local States of Jersey Police information systems only.

Jersey conviction information is available by completing Section 2(2.)

If you require Subject Access for other non-conviction information, you should complete Section 2(3), providing as much detail as possible to assist in our provision of information to you. All information is provided under the terms of the Data Protection (Jersey) Law 2005.

The Jersey Law directs that a fee of £10.00 is payable in the case of any check, however checks under 2(2) and 2(3) can be combined under this single fee.

Remember that should you require Subject Access to include both local and national conviction records held in your name, then you should complete both Sections 2(1) and 2(2.) However the combined fee for this type of check is £20.00

Upon completion of the form, you may produce it at Police Headquarters with **two official documents** which between them clearly show your name, signature, date of birth and current address. For example, driving licence, medical card, birth/adoption certificate, passport and any other official document which shows your name and address. **Copies of those documents will be made at Headquarters to accompany your application, and the form must be accompanied with the required fee.**

Alternatively, you may send your completed application, with your own copies of the identification documents, by post to the address stated on the form.

Both the United Kingdom Police National Computer and the local Police computer fee is £10.00 per search, per category. Payments must be made in sterling. Cheques or Postal Orders should be made payable to "Treasurer of the States" and crossed "a/c payee only".

The applicant will, in due course, receive an individual reply in each case relating to the results of the searches made.

We trust this is of assistance to you.

Information Compliance and Security Manager