

WHAT IS A DATA SUBJECT ACCESS REQUEST?

A data subject access request (DSAR) is a request you can make to an organisation to find out what information they hold about you (known as your 'personal data'). Your personal data is information which relates to you and can identify you. You can make a DSAR to find out what personal data an organisation holds about you, how they are using it, who they are sharing it with and where they got your data from.

HOW DO I MAKE A DSAR?

There is no set way of making a DSAR, but in writing or by email is best, for record-keeping purposes. A&S Police provide a [standard form](#), but you do not have to use this form if you prefer to make a request by letter or email. If you prefer, someone else (such as a parent, guardian, solicitor or organisation) can make a DSAR for you. The organisation receiving the request may ask for evidence that you asked the other person to make the DSAR for you, such as a letter.

A&S Police ask for [two official forms of ID](#). The two documents together have to show your name, current address, date of birth and signature. See [here](#) for advice from the Information Commissioner's Office (ICO) about making a DSAR to the police.

WHAT HAPPENS NEXT?

The organisation must make a reasonable search for the information and provide it to you securely and in a way you can access it. They usually have to respond within one month, but if the request is particularly complex, they can take up to three months. If it will take longer than one month, they should let you know and tell you why. Organisations are generally not allowed to charge you money for responding to your request.

We've left email fields blank for this template but you can email Avon and Somerset Police data protection and subject access request team at SubjectAccessRequest@avonandsomerset.police.uk in our experience it is better to email than to make a website request. Thanks to Liberty for the above explainer and template below that you are free to use. If you believe you may have been risk scored or have any further questions you can contact us at bristolcopwatch@riseup.net or on 07748 552365.

	SubjectAccessRequest@avonandsomerset.police.uk
	Subject Access Request pursuant to section 45 Data Protection Act 2018

[Date]

Dear Avon & Somerset Police Subject Access Team

Subject Access Request pursuant to section 45 Data Protection Act 2018

I am entitled to receive personal data you hold about me under data protection law.

I am aware that Avon & Somerset Police has a standard form for submitting Subject Access Requests. However, the Data Protection Act 2018 and the Information Commissioner's Office state that standard forms are not compulsory and that applicants may submit their request in writing or verbally.

Please confirm whether Avon & Somerset Police has processed my personal data in connection with its use of its Offender Management App (a Qlik Sense app). Please supply any of my personal data so processed. This may include (but should not be limited to):

- my risk score assigned by or in connection with the Offender Management App;
- my personal data processed to determine my risk score, including my historical crime or antisocial behaviour data (such as it exists);
- my personal data held on any database or otherwise as a result of my risk score;
- my personal data received or shared with other public bodies because of my being subject to the Offender Management App; and
- correspondence about me, either internal or with other public bodies, resulting from my being subject to the Offender Management App.

The data identified above will contain descriptions of me, my behaviour and my contact with Avon & Somerset Police. You are required to disclose such records as they constitute my personal data as defined at section 3(2) of the Data Protection Act 2018.

Please note that you must disclose data which has been deleted but can be retrieved. You

should also disclose data not in Avon & Somerset Police's possession but in its control because it can be requested from a third party.

Please also provide the following information about my above personal data:

- the purposes of and legal basis for the processing;
- the categories of personal data concerned;
- the source(s) of the data;
- to whom the data has been disclosed or may be disclosed;
- the envisaged period for which the data will be stored, or if not possible, the criteria used to determine that period; and
- whether there has been any automated decision-making using the data, including profiling, and if so, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing.

Should you rely on any exemptions to refuse to provide my above personal data or the above information, please provide full reasons.

To verify my identity, I enclose copies of two forms of ID: [*outline ID*]. These confirm my identity, current address, date of birth and signature. If you need any more information, please let me know as soon as possible.

I request you to provide this information [electronically via email at [*provide your email address*] / in hard copy to [*provide your postal address*]].

Data protection law requires you to respond to this request without undue delay and in any event within one calendar month, i.e. by [*date*]. This request cannot reasonably be described as complex, so any extension you assert may be challenged with the Information Commissioner's Office.

Yours faithfully

[*Name*]

I have enclosed the following documents: [*list any documents including your two forms of ID*].
