



SUBJECT ACCESS REQUEST

Please complete this form if you wish to apply for access to your personal data held by the Police Federation for Northern Ireland. Please read the guidance notes below before completing this form.

Guidance Notes

- Under Article 15 of the General Data Protection Regulations, Members have the right to request confirmation as to whether or not personal data concerning them are being processed, and where that is the case, access to the personal data held. This form should only be completed by the individual requesting the information, and to whom that information relates.
- This form is designed to assist the process of making a Subject Access Request. Due to the sensitivity of the information held by PFNI, it is imperative that sufficient proof of identity is provided. If you are unable to provide PFNI with proof of identity, your application will not be processed. PFNI may contact you to request further information.
- Once PFNI is satisfied that you meet the criteria for disclosure of data under the GDPR, and have provided sufficient information, you should receive notification that your request has been processed. Records may be held in several different formats, including both paper and electronic. If you only require specific information and you clearly state what that is – for example a specific document or IT only data – then you are likely to receive a quicker disclosure.
- PFNI will make every effort to ensure that your request is completed within one calendar month, however we may be able to extend the period of compliance by a further two months where requests are complex or numerous. If this is the case, you will be informed within one month of the receipt of the request and explanation provided as to why the extension is necessary.
- A member will receive notification that a Subject Access Request has been completed by PFNI. In the interests of personal security, we suggest that the member collects the data from the office personally. In exceptional circumstances, information may be posted, however this is not recommended.
- The information that you receive may have data redacted, depending on the nature of the document concerned, and may also contain rough notes that lack clarity which have been made during processing.
- If you have any queries with this form, with the Subject Access Request procedure, or the information you have received, you can contact the Data Protection Officer at the Federation Office on 02890 764 200 or by emailing DPO@policefedni.com.

Personal Details

Serving Officer Retired Officer Widow Dependant

Name:

Service Number:

Date of Birth:

Please give details of any other known reference numbers that may be applicable to your request

Current Address:

Email Address:

Home Telephone No:

Mobile Telephone No:

Please state:

I wish to receive all data held;

Alternatively please use this space to provide details of the information you are requesting, for example, by stating specific documents you require:

Declaration

I declare that the information I have supplied on this form is true and complete to the best of my knowledge, and that I am the individual to whom it relates. I understand that PFNI may need to obtain further information from me in order to comply with this request.

Signature:

Date:

To protect your personal data, PFNI recommends that you return this form by post to:

Data Protection Officer,
Federation Office, 77-79 Garnerville Road,
Belfast, BT4 2NX

Or alternatively, complete the secure form available on our website – www.policefed-ni.org.uk

Privacy Notice

Subject Access Request

(May 2018)

Personal information which you supply to us will be used to process and comply with your Subject Access Request. PFNI will not share information provided for this purpose with any other company or agency. For further information on how your information is used, how we maintain the security of your information, and your rights to access the information we hold on you, please see www.policefed-ni.org.uk

FOR OFFICE USE ONLY

Date Received:	
Date Completed:	
Date Scanned:	