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| This factsheet gives general legal information. While every effort has been made to ensure that the information is correct, this cannot be guaranteed. It is not a substitute for legal advice. You should always seek legal advice for a legal matter. You can contact Suffolk Law Centre by phone on (01473) 408111, by email at office@suffolklawcentre.org.uk, or at 46a St. Matthews Street, Ipswich, Suffolk IP1 3EP. This Factsheet was updated on 01 April 2020. | BackgroundIf you think that Suffolk Constabulary hold information about you, then you have a right to a copy of this information (unless certain exemptions apply). This could be written information, such as a custody record, or video information that was recorded by the Police using a Body Worn Video (BWV) device, for example during a Stop and Search encounter. **Footage from BWV will generally be deleted after 31 days so it is important that you request the information quickly.** If you want to know if you have any convictions or cautions then you should contact ACRO (Criminal Records Office) not Suffolk Constabulary. Asking for this information is called making a **Subject Access Request (SAR).**How to make a SAR to Suffolk ConstabularyYou can make a SAR in two ways:* Online, by clicking [here](https://www.suffolk.police.uk/services/subject-access-request) or visiting this website <https://www.suffolk.police.uk/services/subject-access-request>
* By downloading, completing and returning a subject access request form which is available from Suffolk Constabulary’s website <https://www.suffolk.police.uk/services/subject-access-request>.

To help establish your identity you will need to provide **copies** of **two official documents** which between them show **your name, address, date of birth and signature.** It will help if one of these documents is a photographic identity document such as a passport or driving licence. Subject Access Requests are free to you: there is no charge.Written information will be posted to you. Video information will be posted to you on a DVD. Suffolk Constabulary will usually respond to your request **within one calendar month** from the date that they receive your completed application form.  |