

Factsheet

You have a right to be told whether Suffolk Police hold any information about you. You also have a right to a copy of that information, although certain exemptions apply to this right.

This Factsheet explains how you can get hold of this information.



For further help
contact ISCRE
Tel (01473) 408111
Email
office@iscre.org.uk

Requesting information that Suffolk Police might hold about you

If you think that Suffolk Police hold information about you, then you have a right to be told whether they do hold any information, and to a copy of this information.

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. Footage from BWV will generally be **deleted after 31 days** so it is important that you **request the information quickly**.

- Asking for this information from Suffolk Police is called making a **Subject Access Request (SAR)**.
- Suffolk Police have produced a form that you can fill in to ask for this information. It can be found **here** if you are using this Factsheet electronically, alternatively this is the web address:

https://www.suffolk.police.uk/sites/suffolk/files/joint_jsar1_-_revised_nov_16_suffolk_0.doc
- You will need to provide **proof of your identity** using official documents such as your birth certificate or driving licence (original documents or photocopies).
- There is a **£10.00 fee** for Suffolk Police to provide you with the information.
- Written information will be posted to you. Video information will be posted to you on a DVD.
- Suffolk Police are required to respond to your request **within 40 days** from the date that they receive your completed application form.