



Name
Address
Address
Town
County
Postcode

Date:
Your Ref:
Our Ref:

**Data Protection Team
Norfolk & Suffolk Constabularies**

Suffolk Constabulary Police Headquarters
Martlesham Heath
Ipswich
Suffolk
IP5 3QS

Tel No: 01473 613888 Ext 3154

Email: dataprotection@suffolk.pnn.police.uk

www.norfolk.police.uk
Non-Emergency Tel: 101

www.suffolk.police.uk
Non-Emergency Tel: 101

Dear ****Name****

Data Protection Act 2018 – Subject Access

Thank you for your Subject Access application, received by this office on *DATE*, in which you require information from Suffolk Constabulary.

The Data Protection Act 2018 places an obligation on the Chief Constable (Data Controller), when processing personal information, to provide you with a copy of that information, unless an exemption applies.

On the basis of the information you have provided, there is no information the Chief Constable is required to supply you under the provision of the Act.

Please note that this letter should not be used as a certificate of good character.

Further information regarding Subject Access can be obtained from the Information Commissioner's Website - Subject Access Code of Practice.

If you believe that any information you have been provided with is inaccurate, please write to the address above quoting the reference number.

The Act places obligations on the Constabulary to provide you with certain information along with the personal data when replying to your subject access request. The relevant information is recorded within our Information Charter can be located via the following link:

<http://www.suffolk.police.uk/about-us/our-data/information-charter>

Yours Sincerely

Data Protection Decision Maker



NORFOLK
CONSTABULARY
Our Priority is You



SUFFOLK
CONSTABULARY
Taking pride in keeping Suffolk safe