



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 3514

Email: dataprotection@suffolk.pnn.police.uk

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

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

Dear

Data Protection Act 2018 – Subject Access

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

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

On the basis of the information you have provided, the information you are entitled to under the Act is enclosed.

You are entitled to receive only information that identifies you and/or has been supplied by you. Information about or supplied by a third party may have been excluded, summarised or obscured in accordance with the rights of the third party.

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

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,

NAME

Data Protection Assistant/ Decision Maker



NORFOLK
CONSTABULARY
Our Priority is You



SUFFOLK
CONSTABULARY
Taking pride in keeping Suffolk safe