



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](mailto:dataprotection@suffolk.pnn.police.uk)

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

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

Dear xxxxxxxx,

**Data Protection Act 2018 – Subject Access  
Your Client: xxxxxxxxxxxx**

Thank you for your above client's Subject Access application, received by this office on xxxxxxxxxx, in which your client requires information from Suffolk Constabulary to be provided to you.

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 your client has provided, the information your client is entitled to under the Act is enclosed.

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

If you or your client believes that any information provided is inaccurate, please write to the address above quoting the reference number.

The Act places obligations on the Constabulary to provide your client with certain information along with the personal data when replying to your client's 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