



Subject Access - Response

Our reference: SAR-26-04027

Data Subject: Michelle Copeland, DOB 21/09/1976

Date: 07 May 2026

Your recent subject access request (SAR) has been assessed in terms of Article 15 of the General Data Protection Regulation and/ or section 45 of the Data Protection Act 2018.

Your request is replicated below, together with our response.

5. CRIMINAL OFFENCE DATA – EXPLICIT CONSENT

5.1. For the purposes of Article 10 UK GDPR and Schedule 1 Data Protection Act

2018, the Client gives explicit consent to disclosure of:

5.1.1. Criminal offence data

5.1.2. Police investigation material

5.1.3. Child protection investigations

5.1.4. Statements and intelligence logs

5.1.5. Outcome decisions

We carried out a search for your client on the Scottish Criminal History System (CHS) for the following:

- Antecedent information - all criminal convictions, Fiscal Warnings, Police Warnings etc.
- Pending case information

I can confirm that your personal data is being processed on CHS and a copy of the relevant information is enclosed.

As per our correspondence with your company in relation to these requests, before searches of our systems can be undertaken, your client will need to provide the following information.

1. Have they reported the incident(s) to Police, either at the time or subsequently?

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2. Have they provided a statement to Police? If yes, please provide date reported/statement taken and at which Police station?
3. Date Incident occurred
4. Locus of Incident. Please provide full address details
5. Were they the victim or witness?
6. Details of Accused
7. Police Reference Numbers and Enquiry Officer details, if known

So that we may process requests timeously, we have an online process for submitting subject access requests. [Subject Access Requests - Police Scotland](#)

To avoid any further additional work for you, as you are legally required to verify the identity of your client, there is no requirement for them to provide identification documents. A simple mandate, signed and dated by your client giving their permission for their information to be disclosed to you will suffice.

Should you require any further assistance concerning this request, please email dataprotectionsubjectaccess@scotland.police.uk quoting the reference above.

Our [Privacy Notices](#) and [Record Retention](#) procedure set out how your personal data is being processed and how long it will be retained.

You have a right to request that Police Scotland rectify, erase or restrict the processing of your personal data. Further information and an application form is available [online](#).

If you are dissatisfied with this response, you may wish to contact the Information Commissioner [online](#), by [email](#) or by letter (Customer Contact, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF).

Where we have refused to provide law enforcement data, you can also, in terms of section 167 of the Act, apply to a court to investigate any alleged infringement of your rights.

Every effort has been taken to ensure our response is as accessible as possible.

If you require this response to be provided in an alternative format, please let us know.