



Subject Access - Response

Our reference: SAR-26-4870

Data Subject: Helen Martin, DOB 31/10/1990

Date: 25 August 2026

Your recent subject access request (SAR) has been assessed in terms of section 45 of the Data Protection Act 2018.

As requested, we carried out a search for you 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.

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.

Explanatory Note

Criminal History System (CHS)

Pending Cases

Cases are recorded as 'pending' until resulted by a decision from the Crown Office and Procurator Fiscal Service, Scottish Children's Reporter Administration or the Scottish Court Service. The result of a case is termed a 'disposal'.

Antecedents

Disposals which result in a conviction (a finding of guilt in court) or non-convictions (alternatives to prosecution) result in the case being deemed 'antecedent'.

Please note that Admonished and Absolute Discharge are findings of guilt.

All conviction information is provided however this does not affect your rights in terms of The Rehabilitation of Offenders Act 1974. Further information is available from [Apex Scotland](#) (Scotland) or [Nacro](#) (England and Wales).

PNC Markers on CHS

These may appear below each antecedent. 'S' means the information has been sent to PNC electronically whereas 'X' or 'N' means the information has not been sent.

Other Offending and Non-Convictions

This section includes Fiscal Warnings, Fiscal Disposals (fines, compensation orders, combined orders and work orders), Police Fixed Penalty Notices, Police Warnings, Prostitute Warnings (except where a second warning for soliciting is recorded in this period) and Children's Hearing Disposals.

Firearms

The following Firearm Markers may appear individually or in combination in the Explosive/ Firearm/ Shotgun/ Dealer section of CHS:

- D Registered Firearms Dealer
- E Explosives Certificate Holder
- F Firearm Certificate Holder
- S Shotgun Certificate Holder
- K Air Weapon Certificate Holder
- M Firearm, Explosive, Shotgun & Air Weapon Certificate holder
- R Refused or Revoked Licence
- A Application Submitted
- W Application Withdrawn
- Q Certificate Cancelled

Road Traffic Offences

Most Road Traffic convictions between 1983 and 2001 were not recorded electronically and may not therefore appear. Further, details of certain minor road traffic offences are held by the Driver Vehicle Licensing Agency (DVLA) and not the Police.

Police National Computer (PNC)

The 'Disclosure Print' we have provided will list any convictions alongside non-conviction information such as cautions, reprimands and warnings.

No convictions may be held, but a record exists because of one of the above.