GOV.UK Ministry of Justice Subject Access Request Portal

Send a personal information request for a citizen

This service is for organisations who want to send a request for a citizen's personal information to us.

Before you start

We will need the following:

- a copy of the citizen's ID
- a copy of your organisation's authorisation
- a copy of your organisation's ID
- the citizen's address

We will also need the following information if the citizen's ID does not show their current address:

- a copy of a document showing the citizen's current address, for example a utility bill or council tax bill
- a copy of a document showing the citizen's previous address, for example a utility bill or council tax bill

If we need more information, we will contact you by email.

We will send you a reference number when we receive your request.

Start now

Cookies on this service

Feedback on this service

Contact us

Ministry of Justice

GOV.UK Ministry of Justice Subject Access Request Portal

Who is requesting the citizen's personal information?

- Yourself
- Your child
- Someone else

Continue

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GOV.UK Ministry of Justice Subject Access Request Portal

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About the citizen

Their full name

Their date of birth

Do they have a National Insurance number?

- Yes
- No

Their NHS number

Do they have their National Insurance number?

- Yes
- No

Continue

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Does the third party have the authority to act on the citizen's behalf?

- Yes
- No

Continue

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GOV.UK Ministry of Justice Subject Access Request Portal

We cannot take this request

The citizen's ID does not show their current address and you do not have a copy of their current address.

We need to be sure that we are sending the information to the right person.

Please try to find a copy of the citizen's current address.

If you do not have a copy, contact the citizen.

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GOV.UK Ministry of Justice Subject Access Request Portal

The citizen's address

Do they have a current address?

- Yes
- No

Continue

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GOV.UK Ministry of Justice Subject Access Request Portal

The citizen's address

Do they have a current address?

- Yes
- No

Continue

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GOV.UK Ministry of Justice Subject Access Request Portal

The citizen's address

Do they have a current address?

- Yes
- No

Do they have a previous address?

- Yes
- No

Continue

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The citizen's address

Do they have a current address?

- Yes
- No

Do they have a previous address?

- Yes
- No

Their previous address outside the UK

Continue

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GOV.UK Ministry of Justice Subject Access Request Portal

The citizen's address

Do they have a current address?

- Yes
- No

Continue

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GOV.UK Ministry of Justice Subject Access Request Portal

The citizen's address

Do they have a current address?

- Yes
- No

Do they have a previous address?

- Yes
- No

Continue

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The citizen's address

What's their postcode?

Postcode

Find address

Continue

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Should we send the information to a different address?

Should we send the information to a different address?

- Yes
- No

Continue

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GOV.UK Ministry of Justice Subject Access Request Portal

Should we send the information to a different address?

Should we send the information to a different address?

- Yes
- No

Continue

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GOV.UK Ministry of Justice Subject Access Request Portal

Should we send the information to a different address?

Should we send the information to a different address?

- Yes
- No

Continue

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Where we'll send the information

Is this address in the UK?

- Yes
- No

Continue

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GOV.UK Ministry of Justice Subject Access Request Portal

Where we'll send the information

Is this address in the UK?

- Yes
- No

Continue

Cookies on this service Feedback on this service Contact us Ministry of Justice

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GOV.UK Ministry of Justice Subject Access Request Portal

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Is this address in the UK?

- Yes
- No

Continue

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GOV.UK Ministry of Justice Subject Access Request Portal

Where we'll send the information

What's the address?

Address line 1

Address line 2

Town or city

County

Postcode

Continue

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GOV.UK Ministry of Justice Subject Access Request Portal

Where we'll send the information

What's the address?

Address line 1

Address line 2

Town or city

County

Postcode

Continue

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GOV.UK Ministry of Justice Subject Access Request Portal

The citizen's request

What information do they want?

Tell us about the information you want.

Tip

Tell us about the information you want. For example, a specific document, a period of time, or a specific topic.

Example

I want to know what information you have about me in 2021 and 2022.

Maximum 1,000 characters

Do they want to know if we've ever had a record of them?

- Yes
- No

Do they want to receive their information in a different format?

- Yes
- No

Continue

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How we took the request

What method did we use to take the request?

- Email
- Letter
- Complaint form

Did we use the Subject Access Request Portal?

- Yes
- No

Did we use a Power of Attorney?

- Yes
- No

Staff name

Staff email address

Continue

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GOV.UK Ministry of Justice Subject Access Request Portal

Check your answers before sending this request

Who is requesting the citizen's personal information?	Someone else
Does the third party have the authority to act on the citizen's behalf?	Yes
About the citizen	
Their full name	Change
Their date of birth	Change
Their National Insurance number	Change
Their NHS number	Change
Do they have their National Insurance number?	Change
The citizen's address	
Do they have a current address?	Change
Do they have a previous address?	Change
Their previous address outside the UK	Change
Their postcode	Change
Their address	Change
The citizen's request	
What information do they want?	Change
Do they want to know if we've ever had a record of them?	Change
Do they want to receive their information in a different format?	Change
How we took the request	
What method did we use to take the request?	Change
Did we use the Subject Access Request Portal?	Change
Did we use a Power of Attorney?	Change
Staff name	Change
Staff email address	Change

Send request

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GOV.UK Ministry of Justice Subject Access Request Portal

Request sent to the right IT access gateway team

Now update your health system using the information below.

What happens next

- Log into your health system and follow the instructions to create a new SAR case.
- Upload the information we've sent you into your health system.
- Complete the case.
- Contact us if you need to:
  - ask us to send you a new SAR if the citizen's ID has changed
  - ask us to send you a new SAR if the citizen's address has changed
  - ask us to send you a new SAR if the third party's authority has changed
  - ask us to send you a new SAR if the information we've sent you is incorrect
  - ask us to send you a new SAR if the information we've sent you is incomplete
  - ask us to send you a new SAR if the information we've sent you is in the wrong format

Email us at: Subject.Access.Request@justice.gov.uk

What they'll get

- Reference number
- Citizen's name
- Citizen's date of birth
- Citizen's address
- Third party's name
- Third party's address
- Third party's authority to act on behalf of the citizen
- Information they want
- Information we've received from the third party
- Information we've received from the citizen
- Information we've received from the third party
- Information we've received from the citizen

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Subject Access Request Portal - Health and Social Care - Slack

Subject Access Request Portal - Health and Social Care

Pinned by Jonathan Cooper, Jul 13th

Bookmarks Calls Huddles Pins Files

Jon Cooper updates - Wed at 2pm on Google Meet

Jonathan Cooper, Chris Lamplough, Kate Hemingway, Bella Kaye and 14 more joined. Jul 13th, 2021

Hi all

Thanks for joining the call today.

Here's the agenda for today:

- Quick update on the Subject Access Request Portal (SAR) (Chris or Chris' specialist) (Talking for 10 mins)
- Data Controller Mail (Jon) (Talking for 10 mins)
- Open Discussion (Talking for 10 mins)

Quick update:

- Release 1 (Citizen Facing Side) - Week ending 16th - 23th (TBC)
- Release 2 (Gov Side) - Week ending 30th - Week ending 6th - 13th (TBC)

Release 1 Key Dates:

- Alpha - 12th July
- Beta - 26th July
- Live - 9th August - Calling it a 28th

Release 2 Key Dates:

- Alpha - 26th July
- Beta - 9th August
- Live - 23rd August

Release 1 is just information for a citizen to: Create, View, Edit Their personal details and Request Their Information.

Release 2 Gov Side:

- Gov Side Dashboard - Overview of all information gathered
- Manage Requests - Create, Edit, Cancel, Send, Resend
- Information Gathered - Overview of what information we've received from the citizen and third party
- Information Received - Overview of what information we've received from the third party

Gov Side Tech Stack:

- Gov.uk Design System
- Ruby on Rails - Backend Framework
- Postgres - Database
- Heroku - Hosting Platform

Gov.uk Design System - https://www.gov.uk/design-system/design-principles

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Hi Chris

Thanks for the demo and I think this SAR service of the Beta.

Quick questions:

- Will the Subject Access Request Portal be a standalone - Yes, Other
- Will the Subject Access Request Portal be integrated into Cerner, Other or Other specifically Talking for 10 mins
- Does Cerner have the ability to take the request - Yes

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