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| |  |  | | --- | --- | |  | Offender Subject Access Request Team Information Services Division  Ministry of Justice  Building 16  NDC Site  Burton Road  Branston  Burton Upon Trent  Staffordshire  DE14 3EG  **T** 01283 496 136  **E** [Data.Access1@justice.gov.uk](mailto:Data.Access1@justice.gov.uk)  [**www.justice.gov.uk**](http://www.justice.gov.uk) | | Dear «=addressee\_location» | |

|  |  |
| --- | --- |
| **DPA Reference: «=dpa\_reference»** | **Date: «=date»** |
| **Offender Name: «=offender\_name»**  **DOB: «=date\_of\_birth»** | **Prison Numbers: «=prison\_numbers»** |

# DATA PROTECTION ACT 2018: SUBJECT ACCESS REQUEST

**The information is required in Branston by no later than: «=deadline»**

The above has made a request for disclosure of their personal data held by His Majesty’s Prison and Probation Service (HMPPS) under the Data Protection Act 2018 (DPA).

The Records Management Section (RMS) have notified us that the following file(s) are booked out to your section.

«=date\_range»

Please copy all records, manual and **centralised** electronic, and forward to the Offender Subject Access Request Team at the above address, quoting our reference and including a copy of this form. **Please also ensure that all copies are single sided.**

**IF ANY OF THE DATA BEING RQUESTED IS NOT HELD PLEASE RESPOND TO** [**data.access1@justice.gov.uk**](mailto:data.access1@justice.gov.uk) **WITH A NIL RETURN.**

Thank you

Application Team

Offender Subject Access Request Team

Ministry of Justice