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| Ministry of Justice | Offender Subject Access Request Team  Information Services Division  Ministry of Justice  Building 16, NDC Site  Burton Road  Branston  Burton Upon Trent  Staffordshire  DE14 3EG |
| «=letter\_address» | **T** 01283 496066  **E** [data.access1@justice.gov.uk](mailto:data.access1@justice.gov.uk)  [www.justice.gov.uk](http://www.justice.gov.uk/)  Your Reference: «=requester\_reference»  Our Reference: DPA «=values.number»  Date: «=letter\_date» |
|  |  |

«=body»

**Personal information/ documents that can be provided as business as usual from the prison:**

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| **Adjudication Liaison** | Adjudication Record  Rule 45 Record |
| **Assessment and Intervention Centre** | Psychological risk assessments including SPR E, Cat A Reports, Structured Assessment & Need (SARN Responsivity assessment reports including WAIS feedback, assessments of personality)  Programme Needs Assessment (PNA)  Post-programme Review Report/Minutes |
| **Business Hub** | Request/Complaint  Prisoner Account Statement  PINs Statement  PPO Report  Local Database Registers/ Logs  (i.e. – complaints/ catalogue orders/ Official Correspondence/ PPO requests/ Letters Sheets/ VO Requests) |
| **Chaplaincy** | Change of Religion Record  Application to Marry |
| **OMU** | Sentence Plan Record  Pre-Sentence Reports  Cat A Report & Review Decision  Parole Report  Sentence Calculation  Public Protection Restrictions  IDRMT Decisions  Post-programme Review Report/Minutes  OASys reports |
| **Residence** | General Application  IEP Record  TIM Record  Property Cards |
| **Reducing Reoffending** | Applications for Work/Activities and Outcome Letters  Individual Learning Plan  Pay Queries  OU Feedback/Letters  Education File  PE PARQ |
| **Safer Prisons** | CSIP Record  ACCT Case Map |

**Personal information/ documents that can be provided as business as usual from Probation Services:**

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| **Assessment and Intervention Centre** | Programme Needs Assessment (PNA)  Post-programme Review Report/Minutes  Programmes/ Courses engagement\* |
| **Management Records** | Request/Complaint  PPO Report  Local Database Registers/ Logs  (i.e. – complaints/ Official Correspondence/ PPO requests) |
| **Offender Records** | OASys report (This will not include INTTBDO)  Pre-Sentence report  Correspondance/complaints  Licence conditions  Supervision dates  Supervision contacts  Notification of recall  Engagement with Offender Supervisor report  Accommodation Referral Report |
| **Unpaid Work** | Unpaid Work Hours Completed  Accredited Work Programme Completions  Accredited Work Programme Certificates |
| **Approved Premises** | Purposeful Activity |