|  |  |  |  |
| --- | --- | --- | --- |
| |  |  | | --- | --- | | 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  **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 | |

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

# DATA PROTECTION ACT 2018: SUBJECT ACCESS REQUEST

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 following information has been requested:

|  |
| --- |
| **MAPPA Executive Summary «=date\_range»** |
| **The information is required in Branston by no later than: «=deadline»**  **Please email to:** [SecurityDataAccess@justice.gov.uk](mailto:SecurityDataAccess@justice.gov.uk) |

The DPA requires organisations to provide all releasable information to requestors within one calendar month of a subject access request (SAR) being received. This statutory timeframe starts once a request is received by any part of the Ministry of Justice (MoJ) including HMPPS, and not when it is received by the Offender Subject Access Request Team.

In order to help us ensure the request is completed within one calendar month we are requesting that the information required from you is provided to us no later than 20 calendar days. Failure to comply with this will result in escalation within your organisation. Please send the information to the Offender Subject Access Request Team at the above address, quoting our reference and including a copy of this form.

If the offender’s record has been sent on to another Division, destroyed in accordance with Probation Instruction (PI) 02/2018, or if there is no trace of records held, please indicate below and return this request to [data.access1@justice.gov.uk](mailto:data.access1@justice.gov.uk)

□ Record sent to Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Sent: \_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Record destroyed in accordance with PI 02/2018 Date of Destruction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ No records held/ No trace of record \_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you would like further information on how to handle SARs, please refer to the Information Requests Policy Framework, or contact the Offender Subject Access Request Team.

Thank you

Application Team

Offender Subject Access Request Team

Ministry of Justice