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| |  |  | | --- | --- | | A black text on a white background  Description automatically generated | 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 Colleague, | |

|  |  |
| --- | --- |
| **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.

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.

Thank you

Application Team

Offender Subject Access Request Team

Ministry of Justice