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| --- | --- | --- | --- |
| |  |  | | --- | --- | |  | Offender Subject Access Request Team Information Services Division  Communications and Information Directorate  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  [**www.justice.gov.uk**](http://www.justice.gov.uk) | | Dear Branston Records Management Service, | |

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

# DATA PROTECTION ACT 2018: SUBJECT ACCESS REQUEST

We have received a request from the above named for the disclosure of personal data by the Prison Service «=date\_range».

**The following records are required: All CAT A files and series 6 subs (Cross Border Transfer files).**

* If the record has been sent on to another person, destroyed in accordance with Prison Service Instruction (PSI) 04/2018 or if there is no trace of records held, please indicate below and return this request. Otherwise please send the files/copies to the Offender Subject Access Request Team at the above address, quoting our reference.

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

□ Record destroyed in accordance with PSI 04/2018 Date of Destruction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

Thank you

Application Team

Offender Subject Access Request Team

Ministry of Justice