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

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

# 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:

|  |
| --- |
| **«=data\_required» «=date\_range»**  **PLEASE NOTE: This is to include all back records**  **✓ - A4 format.**  **X – Staples**  **X – Paper clips**  **X – Double sided**  **Please note if Security has been requested above, it has to be provided in Word format and emailed to: securitydataaccess@justice.gov.uk**   * **PLEASE NOTE: ONLY SEND THE INFORMATION AS REQUESTED ABOVE** * **Please ensure the RETURN COVER is enclosed within your data reply.** * **The information is required in Branston by no later than: «=deadline»** |

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 in 5 calendar days, **as set out in 5.16 of the Information Requests Policy Framework**. Failure to comply with this will result in escalation to your Governor. 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 prison, 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 to [data.access1@justice.gov.uk](mailto:data.access1@justice.gov.uk)

□ 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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. In addition, please read the information on the following pages very carefully.

Thank you

Application Team

Offender Subject Access Request Team

Ministry of Justice

**Key information in handling a Data Protection Act 2018: Subject Access Request**

* **Please contact** all departments and co-ordinate the collection of all electronic and hard copy (paper) records relating to this offender.
* **All back records** should be linked from previous establishments. If these are not held at your establishment, you will need to request them from previous establishments in accordance with PSI 04/2018.
* **For Security Department.** All security information should be supplied and must include information gathered in previous establishments and/or sentence(s). Where this is not already held, you must contact the previous establishment(s) to obtain it. The security information you send to us must include dates, Security Information Report (SIR) numbers and a **comprehensive** description of each incident.

If you are using the Mercury Intelligence System (MIS) please provide the information requested using the Mercury Dissemination Guidance and email direct to [SecurityDataAccess@justice.gov.uk](mailto:SecurityDataAccess@justice.gov.uk)

All the information supplied will be vetted in accordance with the DPA and where appropriate, exemptions will be applied, and information will not be disclosed.

If the security information is being sent at the same time as other data, it would be useful if it could be put in a separate envelope, marked ‘Security Information’ and placed on top.

* Please provide all information in A4 format without staples or paperclips to assist us to process the request as quickly as possible.

RETURN COVER

DPA REF: «=dpa\_reference»

NAME: «=offender\_name»

PRISON NUMBER: «=prison\_numbers»

DATA REQUESTED: As detailed above

TO BE AT BRANSTON NO LATER THAN: «=deadline»