|  |  |  |  |
| --- | --- | --- | --- |
| |  |  | | --- | --- | |  | 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»** | **Prison Numbers: «=prison\_numbers»**  **CRN: «=crn»**  **PNC: «=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:

|  |
| --- |
| **All paper and electronic information «=date\_range»**  **Please Note: Only NDelius Contact Lists will be accepted electronically. Please send all other data in paper format.**  **🗸 - A4 format**  **X – Staples**  **X – Paper clips**  **X – Double sided**   * **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.

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 5 calendar days, **as set out in 5.16 of the Information Requests Policy Framework**. 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

□ 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. 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 prisoner.
* **All back records** should be linked from previous probation offices/ divisions. If these are not held at your office, you will need to request them from previous probation office.
* 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 NO: «=prison\_numbers»

PNC: «=pnc»

DATA REQUESTED: As detailed above

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