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| --- | --- | --- | --- |
| |  |  | | --- | --- | |  | 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»** |

# 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).

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please only provide the data requested as anything additional will need to be destroyed as it cannot form part of this SAR disclosure.**  **If a date range has not been provided, we require ALL data.**  **The following data is required in Branston no later than: «=deadline»**   |  |  |  |  | | --- | --- | --- | --- | | **Data item** | **Additional information** | **Date from** | **Date to** | | «request\_info:each(info)» |  |  |  | | «=info.request\_type» | «=info.request\_type\_note» | «=info.date\_from» | «=info.date\_to» | | «request\_info:endEach» |  |  |  |   **«request\_additional\_info:each(info)»**  **«=info.additional\_info»**  **«request\_additional\_info:endEach»**  **Please ensure the RETURN COVER is enclosed within your data reply.** |

# The DPA requires organisations to provide all releasable information to requestors within one calendar month of a subject access request (SAR) being received. Therefore, the data must be provided to us no later than 5 calendar days, as set out in 5.16 of the [Information Requests Policy Framework](https://www.gov.uk/government/publications/information-requests-policy-framework). Failure to comply with this will result in escalation within your organisation and could risk the MoJ receiving significant financial penalties for the non-compliance with legislation.

Please send the data to the Offender Subject Access Request Team at the above email address, quoting our reference and including a copy of this form.

# Thank you,

# Application Team

# Offender Subject Access Request Team

# Ministry of Justice

RETURN COVER

DPA REF: «=dpa\_reference»

NAME: «=offender\_name»

PRISON NUMBER: «=prison\_numbers»

DATA REQUESTED:

«requests:each(req)»

«=req.request\_type»

«requests:endEach»

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