

**MINISTRY OF DEFENCE**



**DATA PROTECTION ACT 1998**



**SUBJECT ACCESS REQUEST FORM**

*Before completing this form, please read the notes at the end.*

**Please complete this form (in BLOCK CAPITALS) as fully and as accurately as possible and return it to:**

DNCM  
Data Protection Cell  
Building 1/152  
PP65  
Victory View  
HMNB Portsmouth  
PO1 3LS

**PART I - PERSONAL DETAILS**

1.	Surname <i>(Please include any former names if relevant to request)</i>	
2.	Full Forenames	
3.	Official Service and/or Civilian Staff Number	
4.	Rank/Grade (if applicable)	
5.	National Insurance Number	
6.	Service and/or MOD Civilian Career, e.g. Date(s) of joining / leaving Service/Regt ( <i>RN, Army, RAF</i> )	
7.	Date of Birth ( <i>Optional - see note 2</i> )	
8.	State clearly the information you require, with dates where known <i>e.g. my medical records whilst serving at HMS Centurion 1990-1993</i>  <i>(Please continue on a separate sheet, if necessary)</i>	

## PART II - DECLARATION

To the best of my knowledge, the information, I have given on this form is correct.

Signed (*Signature*)

Date

(*Name in full*)

(*Please enclose verification of identity e.g. a photocopy of your Passport or Driving Licence or a recent Utility Bill. NB Not required for serving Armed Forces personnel applying to Employing Unit or serving civilian employees. All other requests require verification*)

I am acting on behalf of someone who is unable to act for themselves and Part One relates to them.

My relationship to the data subject is :

(*please specify e.g. Doctor/Dentist/Son/Daughter/Father/Mother/Sister/Brother etc*) (*Delete as applicable*)

Accordingly, I enclose: (*See Note 3*) (*Delete as applicable*)

a. the individual's written consent to disclosure of the information stipulated in Part 1, Box 8,

**or**

b. a Court Order (eg Power of Attorney) permitting release of the information stipulated in Part I to the individual named in Part II.

Full Address and daytime telephone number (*in case we need to speak to you to discuss your request*)

### Notes for completion:

1. This form is designed to give you (as a data subject) access to personal information held about you by the Ministry of Defence in accordance with the provisions of the Data Protection Act 1998.
2. Please provide **as much** information as possible to assist us in locating your data, unless you believe it is irrelevant to your request.
3. If you are seeking information on behalf of someone who is unable to act for themselves, you must explain your relationship, what information you require and why it is required. **Please note that information relating to someone else will not be disclosed without the individual's written consent or an appropriate Court Order.**

**MOD will use the information provided for the purpose of locating the information requested and it will be kept securely for 2 years in case of further enquiries from you following which the form will be destroyed.**

## PART III - FOR MOD USE

Date received:

Date(s) responded

Note: The blank form may be reproduced locally