



How to make a Data Protection Subject Access Request

This leaflet concerns personal information held by The National Archives, your right of access to that information, and how to make a subject access request.

Which records does the Data Protection Act cover?

The Data Protection Act 1998 provides you with a right of access to personal information we hold about you. The right applies to information in our own business records – our files, information systems and CCTV - and information in open archives (i.e., records transferred from other government departments that are available for research).

The right does not extend to information in archives that are not open to public inspection, although we will help you if we can, for example to provide proof of entitlement to benefits. We shall, however, need sufficient details for us to locate the information readily – we cannot undertake open-ended searches – and we may charge a fee¹.

Making a request for personal information

If you wish to make a request for information we hold about you, you can:

- use the form at the end of this leaflet, or
- put your request in a letter and send it to:

Reader Enquiry Service
The National Archives
Kew, Richmond
Surrey, TW9 4DU

- or use the Freedom of Information form at www.nationalarchives.gov.uk/contact/form/

Please indicate whether you believe the information about you is in our own business records or in the archives, and provide as much detail as possible to help us find the information. The more details you can provide, the more likely we are to be able to find the information you seek. In particular, please specify whether you seek information from our business records or from the archives.

¹ £15.00 per 15 minutes research, plus photocopying charges if appropriate.

We will ask you for proof of your identity before we release any personal information to you. Please note that we charge a fee of £10 for responding to subject access requests.

If the information is in open archives, you are also welcome to visit The National Archives where our staff are on hand to help and advise, and to consult the records yourself. Another option is to employ an independent researcher; details of independent researchers who can undertake such work are available on our website and on request.

DATA SUBJECT ACCESS REQUEST FORM

1 Details of person requesting the information

Full name

Address

Tel. No.

Fax No

Email address:

2 Are you the data subject? (Is the information about you?)

YES: If the information is about you, please supply evidence of your identity, i.e. something bearing your signature such as an original or copy driving licence or passport. If you are requesting CCTV please send also an up to date photograph. Original documents should be sent by recorded delivery and will be returned to you.

(Please go to question 5)

NO: Are you acting on behalf of the data subject with their written authority? If so, that authority must be sent to us. **(Please complete questions 3 and 4)**

3 Details of the data subject (if different from 1)

Full name

Address

Tel. No.

Fax No

Email address:

4 Please describe your relationship with the data subject that leads you to make this request for information on their behalf

5 Please describe the information you seek together with any other relevant information. This will help us to identify the information you require. In particular, please specify whether you want information from the archives or our own business records. If you are requesting CCTV images from a visit to Kew please specify the date of your visit.

We are allowed to charge a fee for each application. An invoice will be sent to you.

DECLARATION. To be completed by all applicants. Please note that any attempt to mislead may result in prosecution

I(name) certify that the information given on this application form to The National Archives is true. I understand that it is necessary for The National Archives to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data

Signature:

Date:

Note. The National Archives must respond to your request within a period of 40 days. This period will not begin until your identity has been established and any relevant details received.

Please return the completed form to Reader Enquiry Service, The National Archives, Kew, Richmond, Surrey TW9 4DU.

Documents which must accompany this application:

- evidence of your identity
- evidence of the data subject's identity (if different from above)
- authorisation from the data subject to act on their behalf (if applicable)
- stamped addressed envelope for return of original proof of identity/authority documents

The National Archives will process the personal information included on this form in accordance with the Data Protection Act. The information will only be used in order to handle your request and will not be kept longer than is necessary to do so.