**How to make a rights request to the CPS under the**

**Data Protection Act 2018**

**This form should not be used for a ‘right of access’ request. If you wish to obtain a copy of your personal data please refer your request to the Information Management Unit.**

This form can be used for the following requests:

**Right to Rectification**

If you believe that the information we hold about you is inaccurate or incomplete you can ask us to correct this information free of charge.

**Right to erasure (right to be forgotten)**

You have the right to request deletion or removal of your personal information where there is no valid reason for its continued handling.

**Right to restriction**

You have the right in specific circumstances, to ask us to restrict (limit) how we use your personal information.

**Right to data portability**

Data Portability is the right to move, copy, or transmit personal information easily from one IT source to another.

**Right to object**

You have the right to object (stop) us from handling your personal information in certain circumstances.

**Rights related to automated decision-making (including profiling)**

The right not to be subject to automated decision-making when we handle your information for law enforcement purposes.

**How to make your request**

You will need to contact the Data Protection Compliance Unit (DPCU) of the CPS in one of the following ways:

Email: [GDPREnquiries@cps.gov.uk](mailto:GDPREnquiries@cps.gov.uk)

Tel: 020 3357 1276

By post: The Data Protection Compliance Unit

Crown Prosecution Service

102 Petty France

London

SW1H 9AE

**What you need to provide**

You will need to provide the following information:

* Your name and contact details

We will also require two official I.D documents which between them clearly show your:

* name
* date of birth
* current address
* signature

We accept photocopies of all official documents such as driving licence, full birth/adoption certificate, passport, bank statements and utility bills dated within the last six months. If you are sending a driving licence or passport you must also submit a utility bill or bank statement dated within the last six months. We do not accept a passport and driving licence sent together due to the extended expiry dates.

If the contact you have had with the Crown Prosecution Service (CPS) is in a different name, such as a maiden name, please provide additional documents to support this such as a deed poll or marriage certificate.

Please do not send any original documents.

As the CPS processes sensitive data we will not begin processing your request until we have received confirmation of your identity.

**Current staff members** who submit a request using the internal email system will not need to provide proof of identification.

It would be helpful if you could complete the attached form stating what personal information you are seeking. This will also help us to conduct the necessary searches to locate this information. The completed form should be sent to the DPCU either by post or by email.

**Third party applications**

If you are making a request on behalf of another person (third party) you will need to send a signed letter of authority from that person (the person who the information is about) giving you permission to make the application on their behalf. You will also need to send proof of identity for yourself and the person whose data is being requested.

**How we provide information**

Any personal information to which you are entitled will be provided to you in writing. In most cases we will need to send your information to you by post and you will therefore need to provide proof of address. See above for accepted documents.

**When you will receive your information**

The time frame for responding to your request is one month (30 calendar days), starting on the day the

DPCU receives your request along with proof of identity.

Where proof of ID is not required (i.e. for requests from current staff members sent by internal email) this will start on the day your request is received.

In some instances the DPCU may require further information from you to ensure we fully understand the request, and are therefore able to provide a full response. In these circumstances, the time frame will stop and restart once we have the required information.

**The Information Commissioner’s Office (ICO)**

The ICO is the UK’s supervisory authority for the purposes of the DPA 2018 and can provide further advice. You can contact them in one of the following ways:

Email: [icocasework@ico.org.uk](mailto:icocasework@ico.org.uk)

Tel: 0303 123 1113

Post: Wycliffe House

Walter Lane

Wilmslow

Cheshire SK9 5AF

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **About yourself – to be completed by all applicants** | | | | | | | |
| Title | |  | | | | | |
| Surname | |  | | | | | |
| Forename(s) | |  | | | | | |
| Maiden/Former name(s) | |  | | | | | |
| Date of birth | |  | | | | | |
| Home address | |  | | | | | |
| Email address | |  | | | | | |
| In relation to the information you are requesting, were/are you a: | | | | | | | |
| CPS Employee | Victim | | | | Witness | Defendant | Other |
| If other, please specify: | | |  | | | | |
| **About the prosecution case(s) – If applicable** | | | | | | | |
| Case URN – required to locate prosecution case file | | | |  | | | |
| Name of defendant (if not you) | | | |  | | | |
| Offence(s) prosecuted | | | |  | | | |
| Approximate date last in court | | | |  | | | |
| Name of court | | | |  | | | |
| CPS Area | | | |  | | | |

|  |
| --- |
| **Information required – to be completed by all applicants**  Please provide a clear description of the request here; providing any reference numbers or time-periods which may apply. This will help us locate the relevant information. |
|  |
| **Proof of identity**  Please ensure you send copies of TWO official documents which between them clearly show your name, date of birth and signature.  Current CPS employees who submit their request by internal email will not need to provide this. |
| Send completed forms to:  By email: [GDPREnquiries@cps.gov.uk](mailto:GDPREnquiries@cps.gov.uk)  By post: The Data Protection Compliance Unit  Crown Prosecution Service  102 Petty France  London  SW1H 9AE |