**How to access your personal data held by the**

**Crown Prosecution Service (CPS)**

You have the right to be told whether the Crown Prosecution Service (CPS) holds any information about you (your ‘personal data’) and a right to be provided with a copy of that personal data.

Personal data is explained in the Data Protection Act 2018 as any information relating to a living person who can be identified directly or indirectly by reference to it. For example, a person’s name, location data or online identifier; like their IP address would be included.

**How to make your request**

You will need to contact the Information Access Team (IAT) of the CPS in one of the following ways:

Email: IAT@cps.gov.uk

Tel: 020 3357 0788

By post: The Information Access Team

Crown Prosecution Service

102 Petty France

London SW1H 9EA

**What you need to provide**

You will need to provide the following information:

* Your name and contact details
* We will need you to confirm your identity by providing two current forms of identification which between them must show the following:
* Your name
* Your date of birth
* Your signature

Suitable ID documents include all official documents such as driving licence, full birth/adoption certificate or passport.

* We will also require proof of address. Suitable forms of ID include bank statements/utility bills or other documentation that is dated within the last six months.

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 IMU 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 receive their personal data. 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

IAT 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 IAT may require further information from you to ensure we fully understand the request, and are therefore able to provide a full response.

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| **Request for personal information** |
| **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) – to be completed if requesting personal data relating to a criminal offence**  |
| 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 |  |

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| **Information required – to be completed by all applicants**Please provide a clear description of the information you are requesting; providing any reference numbers or time-periods which may apply. This will help us locate the relevant information. |
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| Send completed forms to:By email: IAT@cps.gov.uk By post: The Information Access Team Crown Prosecution Service102 Petty FranceLondon SW1H 9EA |