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| **This form is for any person who wishes to apply for access to personal data held by HM Passport Office only. Please read the Data Subject Rights Guidance Notes below before completing this form.****A separate form should be completed for each individual.** |
| NOTE: This is not a mandatory form – Data Subjects may request access in other formats will also be accepted but this form is designed to speed up the process.NOTE: Please note there is NO longer a requirement under the latest Data Protection Legislation to charge a fee for Data Subject right requests. |

**Data Subject Rights Guidance**

**Please read before filling in the Data Subject Rights Form**

**Which sections should I complete?**

**Sections 1, 2, 3, 4 and 5** should be completed for all applications.

**Sections 6, 7 and 8 (Representative Details and Authority to Release Information to a Representative)** should only be completed if the application is being made by a representative (i.e. someone other than the data subject themselves).

**Section 3 (Proof of the applicant’s identity) -** If you do not have any of the forms of identity listed, we may in exceptional circumstances accept alternatives for consideration.

This form is designed to assist Data Subjects in the process of making an information request and, as a consequence, may speed the process up; but it is not mandatory, all information requests from Data Subjects made in other formats will also be processed.

In addition to the right to have access to the information we hold about you, in certain circumstances you also have the right to:

1. object to and restrict the use of your personal information for customer research purposes, (this will be dealt with by our customer services team).
2. (where you have explicitly consented to the use of your personal data and that is the lawful basis for processing) the right to withdraw your consent to the processing of your data for customer research purposes and the right to data portability (where processing is carried out by automated means)

You can use the same process to request access to your information as well as to exercise any of these rights.

**What information will help with the processing of my Data Subject request?**

Identification of relevant records will be easier if you can provide any references issued by HM Passport Office relating to applications you may have made or action taken against you.

If you cannot provide us with satisfactory proof of identity, your application will be rejected and any fee already paid will **not** be returned.

**What information does Her Majesty’s Passport Office hold?**

HM Passport Office holds information relevant to the conduct of its functions which will include, but not be restricted to, personal information about applications you have made and any other action undertaken. However, some data may have been reviewed and destroyed where appropriate in accordance with our information retention policies.

The Home Office is the ‘controller’ for all passport application data and certain information held by other bodies which are contracted by HM Passport Office in connection with the conduct of specific passport activities. This is likely to be the case if you have been interviewed or if an application has failed or been withdrawn. There are exceptions to this – for example, The Home Office is not the controller for medical records held by such contractors and has no remit to disclose such.

**How long will it take to get my data?**

Once we are satisfied that you meet the criteria for disclosure of data under the Data Protection Legislation, and have provided sufficient information for us to confirm your identity and accept your application for processing, you should receive a response within one calendar month from that date.

Records may be held in several different locations in paper and electronic formats. If you only require specific information and you clearly state what that is – for example a specific document or IT-only data – then you are likely to get a quicker disclosure.

The form includes a section for giving details if you need a disclosure by a certain date. No guarantee can be given that a disclosure will be completed by that date but we will endeavour to comply with reasonable requests for expedited action.

**General Notes**

1. We will not acknowledge your application in writing but we will provide you with a reference number when we write to you.
2. When we process information requests for children aged 13 or over and spouses, we require their signature of authority before disclosing data. A separate application form should be completed for each individual. Sections, 4 and 5 should be completed by a parent/guardian for a child under 16.
3. The documents that you receive may have data redacted (blacked-out) or contain rough notes that may lack clarity. This is because we aim to supply copies of the original records whenever possible. However, as Home Office records also include third party information that we cannot release to you under the Data Protection legislation, e.g. another person’s data, this is removed.
4. Disclosure by post is usually made by first class post to the address you provide in section 2 or, if appropriate, to your representative named in section 6. We will also disclose by email where requested.

**Checklist**

Have you completed all relevant sections of the form?

If you are a representative, has your client signed the authority in Section 8 or provided a separate signed note of authority?

If you are submitting the form yourself, have you signed the form at Section5?

If you are signing as a parent or guardian of a child under 16, have you provided a photocopy of their full birth certificate, photocopies of any court orders and proof of your parental responsibility?

Have you enclosed two pieces of identification from the lists in Section 3
(one from each of A and B)?

Have you signed the declaration in Section 5?

Have you provided as much information as possible to enable us to find the data you require?

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| **Please send your completed form, proof of identity to:**Disclosure of InformationP O Box 215PeterboroughPE1 1QQ |  Email: DPA.Queries@hmpo.gov.uk  |

**PLEASE NOTE that HM Passport Office only holds information relevant to applications for and this issuance of UK Passports**

**HM Passport Office DOES NOT:**

* Hold any information about visas which may have been placed in your passport.
* Does not record any information about travel that you may have undertaken with your passport.
* Does not record any other use you may have performed such as proving your age or identity.

**Section 1 – Applicant Details**

|  |  |
| --- | --- |
| Title (please tick one): | Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Title (please state): |
| Forename(s): |  |
| Family Name: |  |
| Previous Family Name: |  |
| Other name(s) known by: |  |
| Date of Birth (dd/mm/yyyy): | ……../……./………. Male [ ]  or Female [ ]  |
| Nationality: |  |
| Place of Birth: |  |
| HM Passport Office Reference Number: | Passport Office Reference: ……………………………..………………  |
| Please give details of any other known reference numbers issued by HM Passport Office | Other references: ……………………………..…………………………State context: ……………………………………………………………. |

 **Section 2 – Applicant Details**

|  |  |
| --- | --- |
| Current Address: |  |
|  |
|  |
|  |
| Postcode |  |
| Daytime Telephone No: |  |
| Email Address: |  |
| Previous Address:  |  |
|  |
|  |
|  |
| Postcode: |  |

**Section 3 – Proof of the applicant’s identity**

|  |
| --- |
| In order to prove the applicant’s identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying. **Please DO NOT send an original passport, driving licence or identity card** |
| **List A (photocopy of one from below)**  |  | **List B (plus one original from below) \*** |  |
| Passport/Travel Document | [ ]  | A letter sent to you by the Passport Office  | [ ]  |
| Photo driving licence  | [ ]  | Utility bill showing current home address | [ ]  |
| Foreign National Identity Card  | [ ]  | Bank statement or Building Society Book  | [ ]  |
| Child under 16 : Full birth certificate | [ ]  |  | [ ]  |
| Child under 16 : Court Order(s) | [ ]  |  | [ ]  |
|  | [ ]  |  | [ ]  |

For a child under 16 years of age please provide photocopies of all Court Orders. Please state if there are none

\* Any original documents you send to us will be returned by first class post.

**Section 4 – Details of Information Required**

Please use this space to give us any details about the information you are requesting, for example by stating specific documents you require (use extra sheets if necessary):

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**Section 5 – Declaration**

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that the Her Majesty’s Passport Office may need to obtain further information from me/my representative in order to comply with this request.

|  |  |
| --- | --- |
| Signature of Applicant: | Date: |

**Section 6 – Representative Details**

(If completed HM Passport Office will reply to the address you provide in this section)

|  |  |
| --- | --- |
| Name of Representative: |  |
| Company Name: |  |
| Address & Postcode: |  |
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|  |
|  |
| Daytime Telephone No: |  |
| Email Address: |  |

**Section 7 – Proof of the Representative’s identity**

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| --- |
| Please provide copies of two pieces of identification, one from list A and one from list B below and indicate which ones you are supplying. **Please DO NOT send an original passport, driving licence or identity card** |
| **List A (photocopy of one from below)**  |  | **List B (plus one original from below)**  |  |
| Passport/Travel Document | [ ]  | A letter sent to you by the Passport Office  | [ ]  |
| Photo driving licence | [ ]  | Utility bill showing current home address | [ ]  |
| Foreign National Identity Card | [ ]  | Bank statement or Building Society Book  | [ ]  |
|  | [ ]  |  | [ ]  |
|  | [ ]  |  | [ ]  |

**Section 8 – Authority to release information to a Representative**

A representative needs to obtain authority from the applicant before personal data can be released. The representative should obtain the applicant’s signature below, or provide a separate note of authority.

This must be an original signature, not a photocopy (tip: using blue ink often helps verification).

If the applicant is signing as the guardian of a child under 13, proof of legal guardianship must also be provided.

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| I hereby give my authority for the representative named in Section 3 of this form to make a Data Subject Right Request on my behalf under Data Protection Legislation.  |
| Signature of Applicant: | Date: |
| Signature of Representative: | Date: |

**Section 9 – Timescale**

If you have specific reasons for requiring data by a specific date please give details below:

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| (a) Date required: |
| (b) Reason (please state and supply supporting evidence): |
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