**Probation Institute**

**Request for Access to Personal Information**

**Section 7 Data Protection Act 1998**

Under the Data Protection Act 1998, you have the right to inquire of any organisation whether they hold your personal data and to see or have copies of that information. If you require details of personal data Probation Institute holds about you, please complete all sections below and return this form together with the necessary verification details and the £10 fee payable to: ‘Probation Institute’.

**Please return completed form with fee to:**

Company Secretary

Probation Institute

2 Langley Lane

London

SW8 1GB

|  |  |  |
| --- | --- | --- |
| Full Name: | | |
| Date of Birth: | | |
| Address: | | |
| Please describe the information you seek together with any other relevant facts to help us identify the information you require: | |
| If you would like us to disclose your personal information to another person acting on your behalf please complete the section below confirming your consent and provide their full name and contact details. | |
| I confirm that I require you to send my personal information to:  Name:  Address: | |
| Please return with this form, copies of two proof of identity from the following list, one of which must show your current address. | |
| Passport | Birth certificate |
| Recent utilities bill | Rent book |
| Driving licence  Letter from central or local government department or agency | Letter or statement from Bank |

**You must complete this section.**

I, …………………………. (print name) , confirm that the information given on the application form to the Probation Institute is true and I understand that the Institute may need more information to confirm my identity and to locate the information I am requesting.

Signature:

Date:

**Guidance Notes**

***Completion of the Form***

Please write clearly to ensure we are able to process your request. Please note that any attempt to mislead will be reported to the Information Commissioner and may result in prosecution

***Personal Details***

In order to assist us with your request, please complete all personal details requested on the form. If you have been previously known by any other names let us know about them.

***Details of the Information You Require***

Please provide us with as much information as possible to help us find the data you require.

***Proof of Identification***

Proof of name, address and signature is required to ensure we protect your information and give it only to the right person. We require two pieces of documentation one of which must include your name *and* address and one other which should show your signature. We will accept copies but reserve the right to request the original document.

***Request to send information to a third party***

If you ask us to send your personal information to a third party, we will only send it to that person and you will not receive it directly from us.

***Keep Your Documents Secure***

Always send important documents (even copies) by registered post. The Probation Institute cannot be held liable for items lost in the post.

***Payment***

A processing/search fee of £10.00 is required for each separate request and should be made payable to ‘Probation Institute’

The fee is not refundable if the result of the search shows that there is no information required to be supplied under section 7 (1) of the Data Protection Act 1998.

*Further information about the Data Protection Act and your rights can be found on the Information Commissioner's Office website* [*https://ico.org.uk*](https://ico.org.uk)