

 Ministry of Defence	<h2 style="margin:0;">Data Protection Act 2018 – Data Subject Rights</h2>	
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You may use this form to contact MOD about your individual rights under the Data Protection Act 2018 (DPA18). Please tick the relevant box which applies to you and indicates why you are contacting us:

<input type="checkbox"/>	The right to rectification You have the right to request that any inaccuracies in your personal data are rectified without delay
<input type="checkbox"/>	The right to erasure You have the right to request that your personal data is erased, or to be forgotten, if there is no longer a justification for it to be processed
<input type="checkbox"/>	The right to restrict processing You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted
<input type="checkbox"/>	The right to data portability You have a right to obtain and reuse your personal data for your own purposes across different services.
<input type="checkbox"/>	The right to object You have the right to object to the processing of your personal data where it is processed (i.e. for direct marketing purposes)
<input type="checkbox"/>	Rights in relation to automated decision making and profiling You have the right, in relation to automatic profiling, to contest and ask for the reasoning behind any decisions taken by automated means

Please complete in **BLACK** in **BLOCK CAPITAL LETTERS**.

- I am the Data Subject (The person the information is about): **OR**
- I am acting on behalf of the Data Subject: **Complete Part 2, 3 and 4**

If you are making a request on behalf of someone who is unable to act for themselves, you must explain your relationship with that person. Please note we will not take action without the data subject's written consent or an appropriate Court Order or Power of Attorney.

Accordingly I enclose:

The Data Subject's written consent to the named individual acting on their behalf at Part 3:	<input type="checkbox"/>
A Court Order (e.g. Power of Attorney) permission to act as per Part 3:	<input type="checkbox"/>
Proof of identity for the Data Subject and proof of identity for myself (see Part 4 for details of what is acceptable identification)	<input type="checkbox"/>
My relationship to the data subject is: (Please specify e.g. Doctor/Solicitor/Spouse/Civil Partner/Father/Mother/Brother/Sister etc)	

Part 1 – Data Subject Personal Details

Surname:		Full Forename(s):		Title:	
Surname while Serving (if different):		Service/Staff No:		Rank/Grade:	
Date of Birth:		National Insurance Number:			

Please provide your daytime telephone number or e-mail in case we need to contact you about your request:

Daytime Tel. No:		E-mail address:	
Postal Address:			
Postcode:		County:	

MOD Service	Royal Navy: <input type="checkbox"/> Army: <input type="checkbox"/> Royal Air Force: <input type="checkbox"/>	Civilian: <input type="checkbox"/>	Other: <input type="checkbox"/> Please provide details:		
		Date(s) of Joining:		Date(s) of Leaving:	

Official Sensitive Personal (When completed)

Part 2 – Enquirer’s Details (if different from above).

If seeking information on behalf of someone else please also provide your full name. Please also provide the address that you want the information sent to plus your daytime telephone number in case we need to speak to you to discuss the request

Surname:		Full Forename(s):		Title:	
Postal Address:					
Postcode:		Country:			
Daytime Tetl No					

Part 3 – Please provide the information relevant to your request

Please provide as much information as possible to assist us in processing your request in relation to individual rights



MOD will use the information provided for the purpose of locating the information requested and it will be kept securely for a minimum of 2 years in case of further enquiries from you. We recommend that you read the MOD’s [Personal Information Charter](#) and the [MOD’s Privacy Notice](#) in full as it provides more detail on how we manage personal data.

Part 4 – Declaration

Verification of identity is required before your request can be processed. If your name is now different from the one held by the Ministry of Defence then proof of this name change will also be required in the form of marriage licence/deed poll certificate etc.

Please provide:

- [1] a copy of your Photocard Driver’s Licence **OR**
- [2] your current Passport showing photo and signature **AND** a copy of a recent domestic utility bill or official correspondence confirming current home address dated within the last three months.

I enclose as verification of identity a photocopy of my:	Driving Licence: <input type="checkbox"/>	Passport: <input type="checkbox"/>	Utility Bill: <input type="checkbox"/>	Other: <input type="checkbox"/>
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I declare that, to the best of my knowledge, the information I have provided on this form is correct.

Signature:		Name in Capitals:	
		Date:	

PART 5 – What to do Next

Please complete this form as fully and as accurately as possible and return it, with any documentary evidence, to:

MOD Information Rights Team
Ground Floor, Zone D
Ministry of Defence
Main Building,
LONDON, SW1A 2HB

or via Email: ISS-DataSubjectRights@mod.gov.uk

Part 6 – For MOD Use Only

Actioned By: <i>(Name in Capitals)</i>		Date Received:		Reference No	
Signature:		Date Responded:		Disposal Date:	