



## Ministry of Defence (MOD) Data Subject Rights Form



You may use this form to contact MOD about your individual rights under the UK Data Protection law. If you want to exercise your right of access and submit a Subject Access Request (SAR), please visit this page: [Obtain information about yourself held by MOD.](#)

Please tick the relevant box which applies to you and indicates which data protection right you wish to exercise:

<input type="checkbox"/>	<p><b>The right to rectification</b> You have the right to request the correction of inaccurate or incomplete records of your personal data. Please note that someone else's opinion or feedback about you is not considered incorrect data, if it represents a genuine account of their views.</p>
<input type="checkbox"/>	<p><b>The right to erasure</b> You have the right to request that your personal data is erased (forgotten) if there is no longer a justification for the MOD to retain it.</p>
<input type="checkbox"/>	<p><b>The right to restrict processing</b> You have the right, in certain circumstances, to request that the MOD restricts the processing of your personal data.</p>
<input type="checkbox"/>	<p><b>The right to data portability</b> In certain circumstances, you have the right to receive the personal data you have provided to MOD in a structured, commonly used, machine-readable format. You also have the right to ask the MOD to send this data directly to another organisation, where possible.</p>
<input type="checkbox"/>	<p><b>The right to object</b> You have the right to object to the MOD's processing of your personal data in certain circumstances.</p>
<input type="checkbox"/>	<p><b>Rights in relation to automated decision making and profiling</b> You have the right not to be subject to a decision based solely on automated processing, including profiling, if the decision produces legal effects concerning you or significantly affects you.</p>

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 Tel 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 to communicate with 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 MOD 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 accurately as possible and return it to the responsible business area. Please note that we will be unable to progress your request if you do not provide sufficient evidence (where requested) to confirm that you are the requestor, or that you have been duly authorised by the requestor to act on their behalf.

**Currently Serving Personnel:** If you are currently serving, please submit your request to the Local Data Protection Authority (LDPA) within your unit.

**Royal Navy/Royal Marines, including Royal Fleet Auxiliary Seafarers veteran records:**

[NavySec-DiscCellMailbox@mod.gov.uk](mailto:NavySec-DiscCellMailbox@mod.gov.uk)

Royal Naval Disclosure Cell Room 10, West Battery, Whale Island, Portsmouth Hants, PO2 8DX

**Royal Navy/Royal Marines veteran medical records:** [NAVYINM-NSVetsMedDisc@mod.gov.uk](mailto:NAVYINM-NSVetsMedDisc@mod.gov.uk)

RN Service Leavers, Institute of Naval Medicine, Crescent Road, Alverstoke, PO12 2DL

**Royal Fleet Auxiliary veteran medical records:**

1 Deck, Navy Command Headquarters, Leach Building, HMS Excellent, Portsmouth, PO2 8BY

**British Army (including medical) veteran records:** [APC-Sp-ParlDiscl-Triage-Mailbox@mod.gov.uk](mailto:APC-Sp-ParlDiscl-Triage-Mailbox@mod.gov.uk)

Army Personnel Centre, Headquarters Military Secretary, Mail Point 527, Kentigern House, 65 Brown Street, Glasgow, G2 8EX

**Royal Air Force records (including medical) veteran records:** [Air-People-CM-Disclosures@mod.gov.uk](mailto:Air-People-CM-Disclosures@mod.gov.uk)

Trenchard Hall, RAF Cranwell, Sleaford, Lincolnshire, NG34 8HB

**Defence Infrastructure Organisation:** [DIODDaT-DataProtectionAuthrty@mod.gov.uk](mailto:DIODDaT-DataProtectionAuthrty@mod.gov.uk)

St George's House, DIO Head Office, DMS Whittington, Lichfield, Staffordshire, WS14 9PY

**Defence Electronics and Components Agency:**

Data Protection Adviser, HRBP, DECA Sealand, Welsh Road, Deeside, Flintshire, CH5 2LS

**Defence Science and Technology Laboratory:**

DSTL SDPO, i-Sat B, G01, Bldg 5, DSTL, Porton Down, Salisbury, Wilts, SP4 0JQx

**Hydrographics Office:**

DPA Focal Point, UK Hydrographic Office, Admiralty Way, Taunton, Somerset, TA1 2DN

**Ministry of Defence Police:** [MDP-DPA-GMB@mod.gov.uk](mailto:MDP-DPA-GMB@mod.gov.uk)

MDP HQ, Palmer Building, RAF Wyton, Huntingdon, Cambridgeshire. PE28 2EA.

**Defence Serious Crime Command:** [People-DSCC-FOandDPA-Mailbox@mod.gov.uk](mailto:People-DSCC-FOandDPA-Mailbox@mod.gov.uk)

Defence School of Policing and Guarding, Southwick Park, 3rd Floor Overlord Building, PO17 6EJ

**Defence Equipment and Support:**

If DE&S Civilian please use the contact details for “MOD civil servants and members of the public records”, if DE&S Military please contact Joint Services Administration Unit (JSAU): [DES-HRJSST-JSAUMILHR@mod.gov.uk](mailto:DES-HRJSST-JSAUMILHR@mod.gov.uk).

**MOD civil servants and members of the public records:** [DBSITMS-IA-SAR@mod.gov.uk](mailto:DBSITMS-IA-SAR@mod.gov.uk)

DBS - Room 6303, Tomlinson House, Norcross, Lancashire, FY5 3WP

**Veterans (Armed Forces Compensation Scheme , War pensions and Armed Forces Pension Schemes):** [DBSITMS-IA-SAR@mod.gov.uk](mailto:DBSITMS-IA-SAR@mod.gov.uk),

DBS - Room 6303, Tomlinson House, Norcross, Lancashire, FY5 3WP

**Part 6 – For MOD Use Only**

Actioned By: (Name in Capitals)		Date Received:		Reference No	
Signature:		Date Responded:		Disposal Date:	