



Subject Access Request (SAR)

Guidance and Application form

The following guidance and application form can be used to help you access your personal information held by the Department of Home Affairs. This can be used by members of the public or employees. The Department is comprised of six service areas;

- Fire & Rescue, Prison & Probation, Communications Division, Emergency Planning & Civil Defense Corps, Office of Cyber-Security and Information Assurance and the Chief Executive's Office, or;
- If you are submitting this request as an employee (past, current, future), we would also consider the Office of Human Resources.

Your rights

You have a right to be told whether the Department of Home Affairs (DHA) holds any personal information about you (your 'personal data') and a right to have a copy of that information, unless certain exemptions apply. This must be provided to you within a defined time period. However, this period will not commence until we have received all appropriate information necessary to process your application and satisfactory proof of your identity.

Requests are made under the Data Protection Act 2018 and the Data Protection (Application of General Data Protection Regulations (GDPR) 2018 as applied to the Isle of Man.

There will be no application fee for these requests. However please be aware that an amount may be charged based on reasonable administrative costs where there are repetitive requests, a reproduction of a previous request response or result, or where a request can be deemed excessive or manifestly unfounded.

A response is to be provided normally within 1 month. In some circumstance or complexity this may be extended, and where possible a response will be provided in an electronic form unless otherwise requested.

Help and assistance

The Application form is not compulsory, it is designed to provide some help in how you may wish to frame your request. If you require any advice or guidance in completing this form, or if you wish to discuss any aspect of your request, please contact our Data Protection Officer:

Postal Address	FAO: Data Protection Officer Department of Home Affairs Tromode Road Douglas, IM2 5AP
Telephone	01624 687017
Email	DHA-DPO@gov.im

More information on the DPA and applied GDPR 2018, your rights and the process around a Subject Access Request (SAR) can be found on the Information Commissioner's [website](#).

Chief Executive Officers rights

The provisions of the Island's Data Protection legislation means that in certain circumstances you may find that not all of the information held about you has been provided. For example, you will not be provided with personal data if releasing it to you would be likely to prejudice (harm) any detection or criminal investigations, or if involved with negotiations, or where that information also identifies other individuals.

What you need to do next

This form is used to assist you making your access request. It is advised that you provide as much information as possible regarding the type of information you are requesting, in order to assist the Department to;

Identify you – this might be an account, staff, customer, application number, nickname, etc. *If you are requesting CCTV, further information will be essential; location of camera, time and date, an up-to-date image to identify you may be required; and*

Conduct a prompt and accurate search – do not use terms, such as "all data" or "everywhere", be precise and clear in what information you want, this will allow management of the size of a request so it is not deemed excessive and ensures we can get your data to you promptly! *In particular provide a search or topical area, and include dates, or a time period.*

COMPLETE SECTIONS 1 & 2 OF THE FORM, SIGN DECLARATION AT 3, & USE 4 AS A CHECKLIST.

Fields marked * are mandatory to help us identify you (the Data Subject) as an individual.

1. You are not entitled to information identifying another individual, unless that person agrees and gives their consent. If you are applying on behalf of someone else, you must include a signed letter of consent from that person, authorising you to act on their behalf.
2. Proof of Identity – The Department needs to be reasonably satisfied that you are who you say you are. An application should be accompanied by at least one form of identification. Ideally this will show a combination of your name, date of birth, signature and/or address (e.g. Driving Licence, Passport, Medical Card, Birth/Adoption Certificate, Bank Statement or rental agreement). This can be scanned and sent via email (in an acceptable format – word, PDF, jpeg, etc.) or you can visit our head office to have them reviewed. Please do not send original documents as these will not be returned, if you wish to discuss this please contact the Data Protection Officer. Please note, once we have confirmed your identity, we will record this on our log, your identity document will not be retained.
3. We reserve the right to request additional or original documentation in some cases. Where we request original documents, they will be returned by registered post.
4. The completed form, with proof of identity and/or any support documents can be emailed direct to the Data Protection Officer at: dpo-dha@gov.im. Alternatively, you can post your application, or hand deliver into our head office at our Department of Home Affairs Headquarters Building, Tromode Road, Douglas.
5. When presenting your documentation we ask that you contact a member of the Chief Executive's Office upon arrival. You will find a telephone situated in the foyer, please use this to contact our Office, the telephone number is displayed on the wall in reception.

Failure to supply any of the above items may delay the processing of your application.

What happens next

The Department of Home Affairs will review your request and confirm your application by email. If you do not have or supply an email address, you must supply an appropriate contact method so we can clarify any queries and also arrange an alternative method of secure transit for your disclosure.

There are NO application fees for these requests. However charges may apply based on reasonable administrative costs, if there are repetitive or reproduction requests, or where a request is deemed excessive or manifestly unfounded. Information shall be provided in an electronic form unless otherwise requested.

We will conduct our searches for your information using a 'targeted search' method. This means that we will review your request, applying our knowledge of the service areas and systems we operate, then contacting the officers, either identified by you, or who we believe are most relevant and who would most likely hold the information you seek. We will not conduct confidential searches.

Your privacy

The information you provide in your application will be used for processing your subject access request and any associated purpose, for example: communications with the Information Commissioner Office.

We will contact you in the event that we require additional documentation, information or clarification.

We will store basic Subject Access requests for a maximum of 12 months from completion, unless there are any subsequent Commissioner appeals, tribunal or any resulting legal actions. We do also maintain a basic log of all requests, and an outline of the each response, to assist with any future applications.

Please see our website <https://www.gov.im/about-the-government/departments/home-affairs/home-affairs-privacy-notice/> for our full Privacy Notice.

Subject Access Request (SAR) Application Form

Application for access to Personal Information held by the Department of Home Affairs.

1. Data Subject/Requester Information

Please use block capitals and ink.

* denotes mandatory field

*TITLE (Mr, Ms, Miss, etc.):	<i>click to enter text</i>	*SURNAME:	<i>click to enter text</i>
*FIRST NAME:	<i>click to enter text</i>		
*MAIDEN/FORMER NAME(S):	<i>click to enter text</i>		
*DATE OF BIRTH:	<i>click to enter text</i>		

*CURRENT ADDRESS (inc. postcode):			
<i>click to enter text</i>			
CONTACT NO:	<i>click to enter text</i>	*EMAIL ADDRESS:	<i>click to enter text</i>
*Do you have a contact preference (email/phone/letter)?			<i>click to enter text</i>
*How would you like us to provide you with your records? (email/post/collect in person?)			<i>click to enter text</i>

PLEASE COMPLETE IF YOU ARE COMPLETING THIS FORM ON BEHALF OF SOMEONE ELSE			
*TITLE (Mr, Ms, Miss, etc.):	<i>click to enter text</i>	*SURNAME:	<i>click to enter text</i>
*FIRST NAME:	<i>click to enter text</i>		
CONTACT NO:	<i>click to enter text</i>	*EMAIL ADDRESS:	<i>click to enter text</i>
*CONSENT/AUTHORITY LETTER SIGNED BY DATA SUBJECT ATTACHED?			<input type="checkbox"/>

We will not accept your request or commence our search until all mandatory information has been supplied. If you are making a request on behalf of another person, if deemed necessary, we may independently verify that you are authorised to receive this information.

2. Search Information

Please provide as much detail of the records you wish to see that you can, so that we can accurately search, identify and provide the information you seek. You do not need to provide a reason, but it may assist. Dates and times, and any other information you have that can assist us in finding this detail.

CASE, USER, OR STAFF REFERENCE NUMBER (IF KNOWN):	<i>click to enter text</i>	
*SEARCH RANGE (DATE):	<i>From: click to enter text</i>	<i>To: click to enter text</i>

*Which Service Area within the Department does your request relate to?

<input type="checkbox"/>	Chief Executive's Office
<input type="checkbox"/>	Communications Division
<input type="checkbox"/>	Emergency Planning & Civil Defense Corps
<input type="checkbox"/>	Fire & Rescue Service
<input type="checkbox"/>	Office of Cyber Security and Information Assurance
<input type="checkbox"/>	Prison & Probation Service

Is there any further information you think may be of use to aid our search? Such as; a rationale or specific event which relates to the submission of this request, a dataset which might contain the information you are requesting, the names of any officers of the Department you have been in contact with. Any other relevant information or other business area/known subject areas or topic:

click to enter text

Please continue on a separate piece of paper and attach if you need to...

3. Declaration

The information I have supplied in this application, is correct, and I am the person to whom it relates.

Your Signature Date

Print Name

OR if you are signing this form on behalf of someone else, state who you are signing for:

I am signing on behalf of:

.....(print name) **and** I attach a letter of consent.

Your Signature Date

Print Name

A person who impersonates, or attempts to impersonate another may be guilty of an offence.

4. Checklist

I have completed all sections of the form and have described the information I require	<input type="checkbox"/>
I have provided correct contact details and also included relevant proof of identity	<input type="checkbox"/>
I have signed the declaration above	<input type="checkbox"/>

Once the above form has been completed, please return form by post to, or via Email to: dha-dpo@gov.im

**FAO Data Protection
Officer Department of
Home Affairs
Tromode Road
Douglas
Isle of Man
IM2 5PA**

FOR OFFICE USE ONLY	
Check that you are satisfied with the details within, or those provided with the form:	
Application checked and legible?	Yes / No
Is the request defined for scope?	Limited / Excessive
Extra detail, clarity or information required?	Yes / No
Other info Requested:	SAR Ref:
Date received:	
Relevant Time:	SAR Deadline: If extension required: