



**METROPOLITAN
POLICE**

Working together for a safer London

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Dol - Public Access Office
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United Kingdom

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Facsimile:
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www.met.police.uk

Your ref:

Our ref: [REDACTED]

24/04/2014

Dear [REDACTED]

DATA PROTECTION ACT 1998 - SUBJECT ACCESS

I refer to your Subject Access Request (SAR) application received by this office, in which you requested information under the above Act, which may be held about you by the Metropolitan Police Service (MPS).

Unfortunately due to high volumes of requests received by the Metropolitan Police Service, your case has taken longer than anticipated to process and we have been unable to complete your SAR within the statutory timeframe of 40 calendar days.

Unfortunately, I am not in a position to provide you with a timescale for completion.

In order to help us utilise our limited resources, I am writing to everyone who is affected by our backlog to ascertain if the information previously requested is still required. I appreciate that a significant amount of time has passed and therefore the information you previously requested may now not be needed.

If you require information for legal proceedings, specifically Family Court Proceedings and Employment Tribunals, please see the appendix to this letter for more suitable disclosures methods.

If you no longer require the information could you please notify the PAO in writing using the address above or alternatively by email PublicAccessOffice@met.police.uk, ensuring that you quote your full name and the reference number as stated above. I will then arrange for your case to be closed and your £10 administration fee to be refunded to you.

Please note this is not intended to infringe in any way your right to access your personal data, as granted by Section 7 of the Data Protection Act 1998.

If I do not hear from you within 14 days of the date of this letter I will assume that you still require your information and the PAO will continue to process your application.

Please accept my sincere apologies for any inconvenience this may cause you.

Yours Sincerely



John Potts
Head of Public Access Office

Information required for Legal Proceedings

It is advisable that should the information you have requested be required for an upcoming court case, it might be quicker to obtain a court order for the information. All Court orders should be forwarded to the following address:-

Department Of Legal Services (DLS)
1st Floor Victoria Block
New Scotland Yard
London
SW1H 0BG

DX 134700 VICTORIA 7

Disclosure through this route may enable you to receive more information than you would get via the Subject Access provision under the Data Protection Act, where you will receive only your personal information.

Information Required for Family Court Proceedings

If you require information for use in Family Court Proceedings, there is a separate process you can follow to access relevant, required information faster than the 40 day timeframe governing Subject Access Requests. If you wish to review the procedure you can find a copy of the form and guidance notes at the following address, under the heading Disclosure in Family Proceedings:
<http://content.met.police.uk/Site/yourrighttoinformation>

In accordance with the London Request Form, any request for information relating to Family Proceedings, should be referred to the Legal Support Team within

Directorate of Legal Services. When forwarding the request via email, please use the subject box and title the email 'New Request - (family name)'. The mailbox address is as follows:-

DLSMailbox-LegalSupportDisclosure@met.police.uk

DLS will consider the referrals on receipt and if applicable, will reallocate these to the appropriate department for processing.

Information Required for Employment Tribunals

If you require information for an Employment Tribunal, due to the redacting of information which is not your personal data, Subject Access will often not be an appropriate disclosure route. If you require information to inform you or assist you in an Employment Tribunal, you should write direct to Directorate of Legal Services explaining what information you need and why.

How to make a complaint

Section 42 of the Data Protection Act 1998 grants an individual a right to request an assessment by the Information Commissioner (the regulator for Data Protection in the UK) concerning how an organisation is processing their personal data. If you are not happy with the response and service you have received from the MPS, you can contact the Information Commissioner's Office quoting our unique reference number at the top of this letter and ask for an assessment.

For information on how to make application to the Information Commissioner please visit their website at www.ico.org.uk. Alternatively, phone or write to:

**Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Phone: 01625 545 700**