



# Office of the Public Guardian

Office of the Public Guardian  
PO Box 16185  
Birmingham B2 2WH

Tel: 0300 456 0300  
Fax: 0870 739 4078  
DX: 744240 (Birmingham 79)

OPGInformationAssurance@publicguardian.gsi.gov.uk  
www.gov.uk/office-of-public-guardian

Mike Clarke  
mike@rake.net

**OPG ref: 10370284**

24 April 2018

Dear Mike

## **Re: Ms ANN CLARKE**

Thank you for your email to Alan Eccles of 27 February in which you requested:

***‘We demand under a SAR, subject access request data of any sort, digital or email data & or correspondence in relation to the file held 10370284 especially, FULL DETAILED ACCOUNTS’***

Your email was passed to our team as we are responsible for responding to requests for information. Please accept my apologies for the delay in providing this response.

You are entitled to make a Subject Access Request (SAR) for your own personal information under the Data Protection Act. To do this, please contact the Data Access and Compliance Unit, address details are below.

In order to process the request you will need to provide the following:

- Proof of your identity: This should include a photocopy of the identification pages of your current passport or of a current photo driving licence; and the original of a current utilities bill (for example, gas or electricity), or credit card or bank statement, which includes your name and current address. This can be returned to you if required.
- A £10 cheque made payable to ‘Her Majesty’s Paymaster General’ or ‘HMPG’
- There are exemptions under the data protection act which prohibit disclosure of personal data in some circumstances. In practical terms, this means some or all of the information you request may not be released. This is dependant on the scope of your request, and what your personal data is being processed for.

Data Access and Compliance Unit (10.34),  
Information & Communications Directorate,  
Ministry of Justice,  
102 Petty France,  
London  
SW1H 9AJ

E-mail: [data.access@justice.gsi.gov.uk](mailto:data.access@justice.gsi.gov.uk)

Please note that as you are not attorney or deputy for Ms Clarke and there is currently no deputyship in place, should she wish to obtain her own personal information under a SAR, either she will have to request this from the above provided address herself, or you will have to provide satisfactory evidence that you are acting on her behalf.

If there is anything further you require please contact us at the above details.

Yours sincerely,

**Roger Rosa**  
**Knowledge & Information Liaison Officer**  
Office of the Public Guardian